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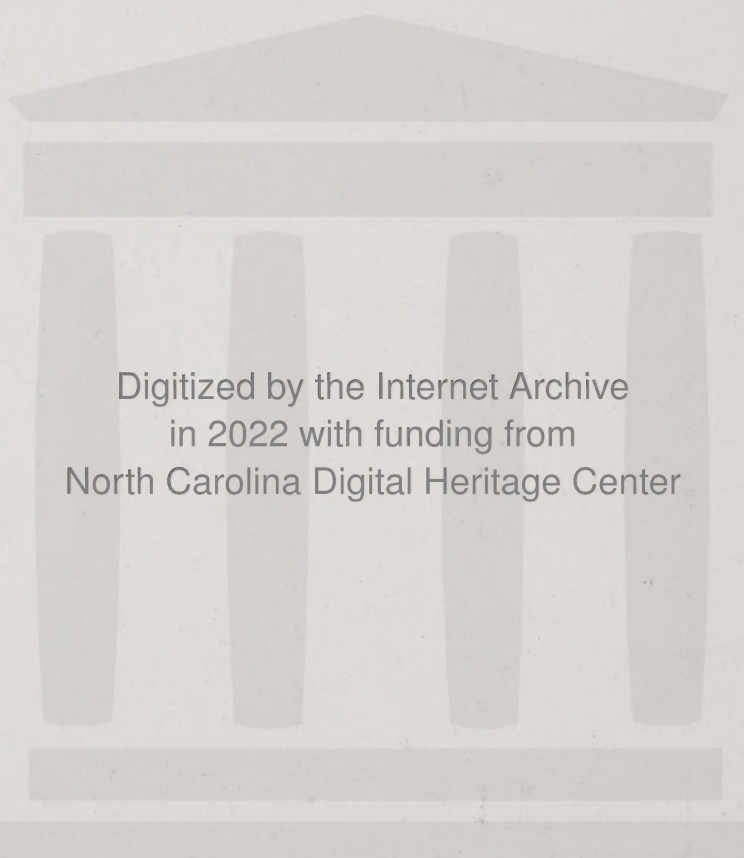
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**PITT
COMMUNITY
COLLEGE**



1994-95

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PITT COMMUNITY COLLEGE

Greenville, North Carolina

Pitt Community College is accredited by the
Commission on Colleges of the Southern Association of Colleges and Schools
to award Associate Degrees

CATALOG OF COURSES DAY AND EVENING PROGRAMS

**Volume XIX
1994-95**

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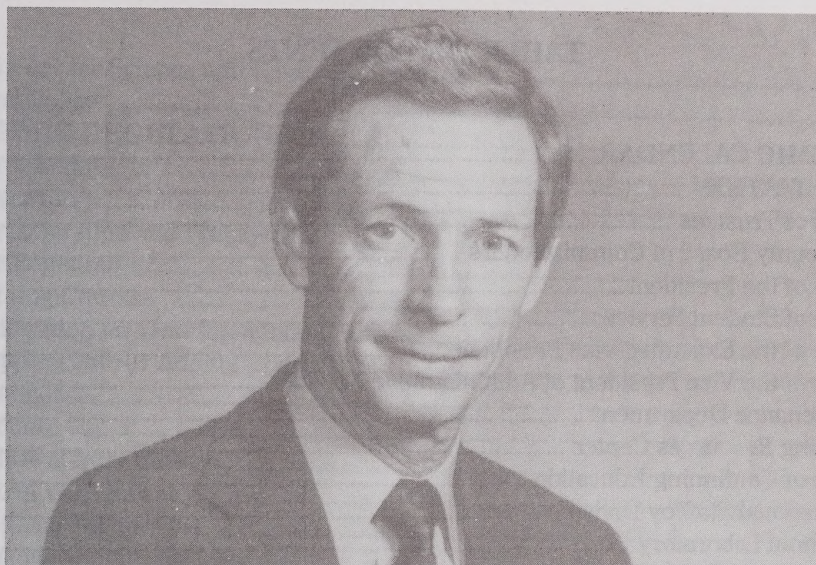


Pitt Community College publishes this catalog to provide students and other interested persons with information about the College and its programs. The information provided is up-to-date as of May 1, 1994. For information about changes after this date, contact the Office of Information Management Services or the appropriate division director.

The provisions of the catalog are not to be regarded as an irrevocable contract between students and Pitt Community College. The College reserves the right to change any provisions, requirements, or schedules at any time or to add or withdraw courses or program offerings. Every effort will be made to minimize the inconvenience such changes create for students.

Students having questions not answered in this publication may secure additional information from the Office of the Dean of Students, Pitt Community College, P. O. Drawer 7007, Greenville, North Carolina 27835-7007; telephone (919) 321-4211.

It is the policy of Pitt Community College not to discriminate against any person on the basis of race, color, handicap, sex, religion, age, or national origin in the recruitment and admission of students; the recruitment, employment, training, and promotion of faculty and staff; and the operation of any of its programs and activities, as specified by federal laws and regulations. Pitt Community College is an equal opportunity/affirmative action institution.



PRESIDENT'S MESSAGE

Welcome to Pitt Community College. We are delighted that you are interested in our College and look forward to serving you. Our wide range of programs, courses, and support services will assist you in achieving success in your chosen career.

The success of our graduates has been a guide for the continued growth of our College. The need for a better educated workforce has increased in Pitt County, and Pitt Community College has continuously assisted by offering courses and curricula necessary to meet the demands of local and regional employers. Whether you wish to complete high school, earn a college degree, improve your job skills, or learn one of the many skills taught in our adult and continuing education programs, I am confident that you will find a service or program to meet your needs at Pitt Community College.

This catalog provides you with a detailed description of the College's requirements, procedures, and offerings. What it cannot convey, however, is the satisfaction that comes from attending Pitt Community College. Here the staff and faculty have a genuine concern for the welfare and future success of its students. The opportunity is here for you. I urge you to take full advantage of the College's total resources in the development of your skills in your chosen field.

Dr. Charles E. Russell,
President

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PITT COMMUNITY COLLEGE

Academic Calendar - 1994-95

FALL QUARTER 1994

| | | | |
|--|-----------|-----------|----|
| Registration: Day and Evening | Tuesday | August | 30 |
| Day and Evening Classes Begin | Wednesday | August | 31 |
| Last Day to Drop/Add | Thursday | September | 1 |
| Labor Day Holiday | Monday | September | 5 |
| Staff Development/School Closed for Students | Friday | September | 23 |
| Preadvisement for Current Students in Major | Monday | October | 17 |
| | - Friday | October | 21 |

Preregistration for Winter Quarter:

| | | | |
|-------------------|----------|---------|----|
| Day Classes | Thursday | October | 27 |
| | & Friday | October | 28 |

Preregistration for Winter Quarter:

| | | | |
|---------------------------------------|-----------|----------|----|
| Evening Classes | Thursday | October | 27 |
| Preregistration Drop/Add | Friday | October | 28 |
| Last Day to Officially Withdraw | Monday | October | 31 |
| Last Day to Remove Incompletes | Monday | October | 31 |
| Last Day of Classes | Tuesday | November | 15 |
| Last Evening of Classes | Wednesday | November | 16 |
| Exam Period (Day Classes) | Wednesday | November | 16 |
| | - Friday | November | 18 |

WINTER QUARTER 1994

| | | | |
|---|-----------|----------|----|
| Registration: Day and Evening | Monday | November | 28 |
| Day and Evening Classes Begin | Tuesday | November | 29 |
| Last Day to Drop/Add | Wednesday | November | 30 |
| First Day of Christmas Holidays | Monday | December | 19 |
| Classes Begin After Christmas Holiday | Monday | January | 2 |
| Martin Luther King Holiday | Monday | January | 16 |
| Preadvisement for Current Students in Major | Monday | January | 30 |
| | - Friday | February | 3 |

Preregistration for Spring Quarter

| | | | |
|-------------------|----------|----------|----|
| Day Classes | Thursday | February | 9 |
| | & Friday | February | 10 |

Preregistration for Spring Quarter:

| | | | |
|---------------------------------------|-----------|----------|----|
| Evening Classes | Thursday | February | 9 |
| Preregistration Drop/Add | Friday | February | 10 |
| Last Day to Officially Withdraw | Tuesday | February | 7 |
| Last Day to Remove Incompletes | Tuesday | February | 7 |
| Last Day of Classes | Friday | February | 24 |
| Last Evening of Classes | Wednesday | March | 1 |

| | | | |
|---------------------------------|-------------|----------|----|
| Exam Period (Day Classes) | Monday | February | 27 |
| | - Wednesday | March | 1 |

SPRING QUARTER 1995

| | | | |
|---|-----------|-------|----|
| Registration: Day and Evening | Tuesday | March | 7 |
| Day and Evening Classes Begin | Wednesday | March | 8 |
| Last Day to Drop/Add | Thursday | March | 9 |
| Easter Holiday | Friday | April | 14 |
| Preadvisement for Current Students in Major | Monday | April | 24 |
| | - Friday | April | 28 |

Preregistration for Summer Quarter:

| | | | |
|-------------------|----------|-----|---|
| Day Classes | Thursday | May | 4 |
| | & Friday | May | 5 |

Preregistration for Summer Quarter:

| | | | |
|---------------------------------------|------------|-----|----|
| Evening Classes | Thursday | May | 4 |
| Preregistration Drop/Add | Friday | May | 5 |
| Last Day to Officially Withdraw | Tuesday | May | 2 |
| Last Day to Remove Incompletes | Tuesday | May | 2 |
| Last Day of Classes | Monday | May | 22 |
| Last Evening of Classes | Tuesday | May | 23 |
| Exam Period (Day Classes) | Tuesday | May | 23 |
| | - Thursday | May | 25 |
| Graduation | Friday | May | 26 |

SUMMER QUARTER 1995

| | | | |
|---|-----------|------|----|
| Registration: Day and Evening | Wednesday | May | 31 |
| Day and Evening Classes Begin | Thursday | June | 1 |
| Last Day to Drop/Add | Friday | June | 2 |
| Summer Break | Monday | July | 3 |
| | - Friday | July | 7 |
| Preadvisement for Current Students in Major | Monday | July | 17 |
| | - Friday | July | 21 |

Preregistration for Fall Quarter:

| | | | |
|-------------------|----------|------|----|
| Day Classes | Thursday | July | 27 |
| | - Friday | July | 28 |

Preregistration for Fall Quarter:

| | | | |
|---------------------------------------|------------|--------|----|
| Evening Classes | Thursday | July | 27 |
| Preregistration Drop/Add | Friday | July | 28 |
| Last Day to Officially Withdraw | Monday | July | 31 |
| Last Day to Remove Incompletes | Monday | July | 31 |
| Last Day of Classes | Monday | August | 14 |
| Last Evening of Classes | Wednesday | August | 16 |
| Exam Period (Day Classes) | Tuesday | August | 15 |
| | - Thursday | August | 17 |
| Graduation | Friday | August | 18 |

TENTATIVE

FALL QUARTER 1995

| | | | |
|-------------------------------------|-----------|--------|----|
| Registration: Day and Evening | Tuesday | August | 29 |
| Day and Evening Classes Begin | Wednesday | August | 30 |



ORGANIZATION

BOARD OF TRUSTEES

Phillip R. Dixon
Vice Chairman

William Cain
Beverly Congleton
Tom Craft
R. E. Davenport, Jr.
Joe Gantz
Joan B. Warren

Donovan Phillips
Raymond Reddick
C. Leroy Smith
Lorraine G. Shinn
George Hill

Vernon E. White
Kay V. Whichard
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SGA President (ex-officio)

PITT COUNTY BOARD OF COMMISSIONERS

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Chairman

Kenneth K. Dews, Sr.
Wilton R. Duke
Charles P. Gaskins
Eugene James

Thomas Johnson, Sr.
Farney M. Moore
Mark Owens, Jr.
Jeffrey E. Savage

OFFICE OF THE PRESIDENT

| | |
|--------------------------------|---|
| Charles E. Russell, Ed.D. | President |
| Harriet B. Allen | Information/Receptionist/Clerical |
| Mary K. Langston | Administrative Assistant to the President |
| James H. Young, Ed.D. | Director of Institutional Development |

OFFICE OF STUDENT SERVICES

| | |
|----------------------------------|---|
| Garrie W. Moore, M.Ed. | Dean of Students |
| Debra C. Baker, M.A.Ed. | Director, Student Support Services |
| Norma S. Barrett, M.S. | Director of Counseling |
| Michael L. Bridgers, M.P.A. | Disability/Retention Services Coordinator |
| Marietta W. Cannon, A.A.S. | Data Entry Technician, Admissions and Records |
| John M. Cayton, M.A. | Health Sciences Admissions Counselor |
| James O. Deans, M.A.Ed. | Admissions Counselor |
| Charles M. Dickens, Ed.S. | Coordinator of Human Resources Development |
| Petrina Ewing | Secretary/Data Entry, Admissions and Records |
| Yvonne C. George, M.S. | Admissions Counselor |
| Debby Godwin, A.A. | Secretary/Receptionist, Admissions and Records |
| Donna C. Hollowell, A.A.S. | Secretary, Student Support Services |
| Patricia P. Jones | Secretary, Admissions and Records |
| Jean M. King | Secretary, Dean of Students |
| Kathy O. Kinlaw, M.A.Ed. | Registrar |
| Spencer R. Kuratomi, M.Ed. | Project Counselor, Student Support Services |
| Rudy Lloyd, A.A.S. | Director of Financial Aid |
| Neva W. Miller, M.A.Ed. | Student Activities/Recruitment Coordinator |
| Renee Moore, A.A.S. | Financial Aid Assistant |
| Thomas R. Payne, A.A.S. | Tutorial Officer, Student Support Services |
| Dollie W. Prayer, A.A.S. | Secretary, Counseling |
| Lisa M. Reichstein, B.S. | Financial Aid Officer |
| Leslie D. Rogers, M.Ed. | Assistant Dean of Students/Placement Director |
| Bobbe Martin Rouse, M.A. | College Transfer Counselor/Mental Health Liaison, Student Support Services |
| Hal Smith, M.A.Ed. | Admissions Counselor |
| Shelley H. Staten, B.A. | JTPA Employment and Training Specialist |
| Phyllis C. Swindell, A.A.S. | Secretary, Career Planning and Placement |
| AJ Tyson, M.A.Ed. | Administrator, Weekend College/Evening Student Services |
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| George F. Whitfield | Athletic Director |

OFFICE OF THE EXECUTIVE VICE PRESIDENT

| | |
|--------------------------------|---|
| Edgar L. Boyd, Ed.D. | Executive Vice President |
| Ida Albright, B.S. | Secretary, Outcomes Assessment Program |
| Ray W. Congleton, M.A.Ed. | Coordinator of Evening Programs |
| Larry C. Dendy, M.P. | Assistant to the Executive Vice President |
| Sammie K. Eure | Secretary, Assistant to the Executive Vice President |
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| Eleanor S. Fulford | Secretary, Marketing and Public Relations |
| Laura Lynne Garris, A.A. | Secretary, Coordinator of Evening Programs |
| D. Gene Hemby, B.S. | Tech Prep and Outcomes Assessment Coordinator |
| Jeanne Jordan | Secretary, Directors of Information Management/ Institutional Research and Institutional Effectiveness |
| Sandra L. Jones, A.A.S. | Secretary, Executive Vice President |
| Julie G. Mitchell, M.F.A. | Graphics Technician |
| Susan Q. Nobles, B.A. | Director of Marketing and Public Relations |
| M. Theresa Shank, M.A.Ed. | Director of Cooperative Education/Program Review |
| Lynda B. Wilms, Ed.D. | Director of Institutional Effectiveness |
| Elaine W. Woodman | Secretary, Director of Cooperative Education |

OFFICE OF THE VICE PRESIDENT OF ADMINISTRATIVE SERVICES

| | |
|--------------------------------------|--|
| Joseph W. Hunnicutt, B.S. | Vice President of Administrative Services |
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| Hersel L. Bowen, A.A.S. | Public Safety Officer |
| Ricky D. Brown, M.B.A. | Budget Officer |
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| Robert B. Conway | Mail/Shipping/Receiving Clerk |
| Susan D. Counterman, B.S. | Computer Programmer |
| Rachel B. Davis | Personnel Assistant |
| J. Byron Dickens, B.S. | College Store Manager |
| Alan T. Edwards, B.A. | Chief of Public Safety |
| Jenny B. Edwards, A.A.S. | Accounts Payable |
| Jennifer A. Garris, B.S. | Computer Systems Operator |
| Connie S. Lloyd, B.S., C.B.M.I. | Business Manager |
| Judy H. Harris, A.A.S. | Bookkeeper/Secretary, College Store |
| Vickie R. Joyner, B.S. | Clerk, Purchasing |
| Cassandra W. King, Diploma | Secretary, Business Manager |
| Bethany Lane, A.A.S. | Accounts Receivable |
| Marvin B. Lewis | Equipment and Inventory Control |
| William D. Lewis, M.A. | Computer Systems Administrator |
| Debra P. McGowan, M.A. | Director of Personnel |
| Janice B. McGowan, B.S. | Payroll |
| Susan A. McRorie, A.A.S. | Graphic Arts Clerk |
| Alberta M. Moye | Secretary, Vice President of Administrative Services |
| Jewel L. Smith, A.A.S. | Batching/Construction Clerk |

| | |
|-------------------------------------|-------------------------|
| Paul L. Suggs, Apprenticeship | Graphic Arts Technician |
| Linda V. Teel | Clerk, College Store |
| Alton Wadford, A.A.S. | Cashier/Travel |

Maintenance Department

| | |
|---|--|
| William E. Dinkins, Electrical License, A.A.S. | Superintendent of Buildings and Grounds |
| Bobby L. Allen | Night Housekeeping |
| James E. Best | Night Housekeeping |
| Keith W. Bielby, Sr. | Groundskeeper |
| Lisa A. Braxton | Secretary |
| Donald R. Bridgers | Night Housekeeping |
| Willie Brown, Jr. | Day Housekeeping |
| John Bynum | Groundskeeper Assistant |
| David L. Carmon | Night Housekeeping |
| Albert L. Crandell | Night Housekeeping Supervisor |
| Walter Ashley Dail, Jr., HVAC Diploma | Maintenance Technician |
| Mae Lee Daniels | Night Housekeeping |
| Harrel Garris | Night Housekeeping |
| Willie E. Garris | Night Housekeeping |
| James T. Gorham | Night Housekeeping Assistant Supervisor |
| Floyd L. Haddock | Groundskeeper Assistant |
| Aron Harper | Night Housekeeping |
| Timothy Moore, Electrical License | Maintenance Technician |
| Robert O'Neal | Maintenance Helper |
| Major L. Ormond | Groundskeeper Assistant |
| Owen Q. Owens | Maintenance Technician |
| Rayfield Payton | Night Housekeeping |
| Patricia Ann Simpson | Night Housekeeping |
| Larry Smart, Electrical License, A.A.S. | Maintenance Technician |
| Charles Taft | Clerical Assistant |
| James Sterling Tee | Night Housekeeping |

LEARNING RESOURCES CENTER

| | |
|-----------------------------------|--|
| Lisa C. Driver, M.L.S. | Dean of Learning Resources |
| Alan R. Bailey, M.L.S. | Coordinator of LRC Evening Programs |
| Mary K. Godley, A.A.S. | LRC Technical Associate for Library Services |
| John L. Griffin, B.F.A. | Media Production Specialist |
| Rita B. Harris, A.A.S. | Secretary/Bookkeeper |
| Lottie N. Joyner | LRC Technical Assistant for Circulation Services |
| Linda C. Leighty, M.A., M.S. | Director of Learning Technologies |
| James P. Leo | Audiovisual/Computer Equipment Repair Technician |

| | |
|---------------------------------|---|
| Jane A. Smith, B.S. | Librarian |
| Linda M. Teel, M.L.S. | Director of Library Services |
| Teresa W. Thompson, A.A.S. | LRC Technical Assistant for Learning Technologies |
| Ann N. Whitehurst, M.L.S. | Serials Librarian |

OFFICE OF CONTINUING EDUCATION

| | |
|-----------------------------------|--|
| Jack F. Cherry, Ed.D. | Dean of Continuing Education |
| Ella L. Barnes, A.A.S. | Secretary, Basic Skills |
| James W. Brown, M.A. | Director, General Adult Education/Community Service |
| Lisa B. Elmore, A.A.S. | Secretary, Dean/Small Business Center |
| Linda J. Fleming | Secretary, Occupational Extension |
| Margaret E. Green, B.A. | Instructor/Coordinator, Compensatory Education |
| Cathy L. Jones, B.S. | Instructor/Coordinator, Basic Skills Project |
| Tommy Joyner, B.S. | Assistant Dean/Director, Occupational Extension |
| Carla H. Lee, M.A.Ed. | Assessment/Retention/Recruitment Specialist, Basic Skills Education |
| Mary C. Outterbridge, B.S. | Director, Basic Skills Education |
| Sidney M. Posey, A.A.S. | Coordinator, Learning Center |
| LouAnn M. Rasberry, M.A.Ed. | Director, Learning Center/ Workplace Learning Centers |
| Jack Robinson, A.A.S. | Director, Industrial Training |
| George O. Sappenfield, Ed.D. | Director, Small Business Center |
| Janelle Smith, A.A.S. | Instructor/Coordinator for Nursing Assistant and Nurse Aid Related Programs |
| Nanette Stillwell | Instructor/Coordinator, Computer Instruction |
| Sheri T. Walton, B.A. | Instructor/Coordinator, ADATC Skills Training |
| Joyce D. Williams, A.A.S. | Secretary, General Adult Education/Industrial Training |
| Peggy A. Williams, B.S. | Instructor, Compensatory Education |

INSTRUCTIONAL STAFF BY DIVISION

Arts and Sciences

| | |
|----------------------------------|---|
| John C. Hutchens, M.A. | Division Director, Arts and Sciences |
| J. Kelly Adams, M.F.A. | Chairman, Commercial Art and Graphic Design |
| George L. Baka, B.F.A. | Commercial Art and Graphic Design |
| Gregory P. Baldwin, M.A. | Speech |
| Hilda P. Barrow, M.A.Ed. | English |
| Ann Bellis, M.A. | Mathematics |
| Margaret M. Boles, M.A. | Mathematics |
| Pam Brulet, B.S. | Secretary, English/Math |
| John R. Buck, M.A. | Biology |
| Catherine S. Bullock, M.Ed. | Chairman, Social Sciences |

| | |
|--------------------------------------|-----------------------------------|
| Mathew Clark, Ph.D. | Biology |
| Cecilia M. Cobb, M.L.S. | Library Science and English |
| Katherine Y. Collins, M.S.H.E. | Chairman, Early Childhood |
| Brenda Ernest, M.S.H.E. | Early Childhood |
| Sheryl R. Ginn, Ph.D. | Social Science |
| Tom L. Hall, M.S. | Chemistry |
| Micah Harris, M.A.Ed, M.A. | English |
| Bryon W. Horton, M.S. | Mathematics and Physics |
| Sherry J. Horton, M.S. | Mathematics and Physics |
| JoAnne J. James, M.A. | English |
| Victor E. James, M.S. | Sociology |
| Judith Kasperek, M.A. | Chairman, Science |
| Jane H. Keller, M.A., M.L.S. | English |
| Gregory Lackey, M.S. | Biology |
| Marcia J. Lambert, M.A. | Mathematics |
| Rebecca L. Leach, M.A. | Mathematics |
| Nellie Lewis, M.S. | English |
| Mitzi C. Logan, M.A. | Chairman, Mathematics and Physics |
| Lynda Lotz | Secretary, Science |
| Martha Lowe, M.S. | Biology |
| Geraldine MacLeod, M.A. | Mathematics |
| Tom K. Marsh, M.A. | Psychology |
| Patti L. Mehaffey, A.A.S. | Secretary, Arts and Sciences |
| Sue J. Mehlich, M.A. | Chairman, English and Humanities |
| Julie G. Mitchell, M.F.A. | Commercial Art & Graphic Design |
| Sadie Oates, B.A. | Social Science |
| Constance L. Rhem, M.A. | Mathematics |
| Charles E. Saunders, M.A. | History and Religion |
| Darlene Smith-Worthington, M.A. | English |
| Vandana Srivastava, M.S. | Mathematics |
| Katalin Szucs, Ph.D. | Mathematics |
| Charles P. White, Ph.D. | Biology |
| Linwood E. Woodard, M.A. | Health and Physical Education |

Business

| | |
|---|--|
| William C. Saunders, M.B.A. | Division Director, Business |
| Timothy J. Broadwell, M.B.A. | Accounting |
| Phyllis J. Broughton, M.A.Ed. | Medical Office Technology |
| Glenda H. Carawan, M.A.Ed. | Office and Health Information Management |
| Hope V. Clark, C.A.S. | Marketing and Retailing |
| Mary M. Daughtry, A.A.S. | Office and Health Information Management |
| Leatrice T. Freer, M.B.A. | Business Administration |
| Claudia Goff, License and Teaching Certificate | Cosmetology |
| Kay Gooding, M.P.H., M.A.Ed., R.R.A. | Health Information Technology |
| Emily Harrington, A.A.S. | Computer Support, Software/Network |

| | |
|-----------------------------|--|
| Jean R. Holley, M.A.Ed. | Administrative Office Technology |
| Doug Huggins, M.B.Ed | Medical Office Technology |
| James H. Land, A.A.S. | Business Computer Programming |
| Donald E. Lee, M.A.Ed. | Chairman, Business Administration |
| J. Franklin Lee, M.B.A. | Real Estate, Appraisal, Insurance |
| Jimmy C. McLamb, A.A.S. | Business Computer Programming |
| Jill R. Miller, A.A.S. | Secretary, Office and Health Information Management |
| Bertha A. Mooring, A.A.S. | Secretary, Business Division |
| Helen M. Parks, M.S.Ed. | Business Computer Programming |
| Elaine D. Seeman, B.A. | Business Computer Programming |
| William Sypawka, M.B.Ed | Business Computer Programming |
| Robert P. Tallo, M.A.Ed. | Accounting |
| Carolyn C. Tyndall, M.A.Ed. | Administrative Office Technology |
| Elaine F. Umphlett, M.A. | Business Administration |
| Barbara B. Wilson, M.A.Ed. | Chairman, Office and Health Information Management |

Construction Technology Division

| | |
|---|---|
| Jarvis E. Tripp, Diploma | Division Director, Construction Technology |
| Guerry Barbee, M.A. | Industrial Electrical/Electronics Technician |
| William R. Boyd, Diploma | Chairman, Air Conditioning, Heating and Refrigeration |
| Joe Brittain, Diploma | Curriculum Coordinator, Industrial Maintenance |
| James A. Harris, Diploma | Chairman, Masonry |
| William M. Hill, B.S.I.S. | Chairman, Residential Carpentry |
| Dawn Branch King, AIA, BEDA, BEDLA, BArch | Architectural Technology |
| Roy C. Lanier, A.A.S. | Chairman, Welding |
| Kim Rouse | Secretary, Constructuion Technology Division |
| Kevin Sessoms, B.S. | Architectural Technology |
| Leonard C. Van Staaldunen, B.E.D.A. | Chairman, Architectural Technology |
| Jasper C. Wynne, B.S. | Chairman, Greenhouse and Grounds |

Health Sciences

| | |
|---|---|
| Judith W. Kuykendall, R.N., M.S. | Division Director, Health Sciences |
| Roselyn Armstrong, M.A., O.T.R./L. | Occupational Therapy |
| Rhonda Asher, B.S., M.T., (A.S.C.P) | Phlebotomy |
| Bobby G. Austin, B.S.R.T.(R) | Coordinator, Imaging Technology |
| Lee Braswell, B.S.R.T.(R) (T) | Program Coordinator, Radiation Therapy |
| Angela T. Buck, R.N., M.S.N. | Nursing Education |
| Sally A. Byrd, R.N., B.S.N | Nursing Education |
| Diane Cannon, A.A.S. | Secretary, Radiologic Sciences |
| Tracey Catlett, A.A.S., COTA/L | Fieldwork Coordinator, Occupational Therapy |
| Merritt William (Bill) Clark, B.S.R.T.(R) (N) | Chairman, Radiologic Sciences |
| Gayle O. Cobb, R.N., B.S.N | Nursing Education |
| Louise R. Cox, B.A., R.T.(R) (CV) | Assistant Chairman, Radiologic Sciences |

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|---|--|
| Pamela Dail, R.N., M.A.Ed. | Nursing Education |
| Robert DeSoto, M.S., M.S.W., A.C.S.W. | Human Services Technology |
| Frances T. Fisher, R.N., B.S.N. | Nursing Education |
| Margaret J. French, M.S. | Chairman, Human Services |
| Christopher J. Grill, B.A., C.R.T.T, R.R.T. | Respiratory Care |
| Marsha P. Hemby, R.N., B.A., C.M.A. | Program Coordinator, Medical Assisting |
| Myra Holloway, B.S.B.E., CHUC | Medical Assisting Instructor |
| Rebecca Hylant, R.N., M.S.N. | Nursing Education |
| Lyn M. Jacobson, Diploma, R.T.(R), R.D.M.S. | Radiologic Sciences |
| Ann B. Land | Secretary, Health Sciences |
| Karen M. Lee, A.A.S. R.T.(R) | Radiologic Sciences |
| Carla H. Lewis, R.N., M.S.N. | Chairman, Nursing Education |
| Allen B. Moye, A.A.S., CRTT, RRT | Respiratory Care |
| Betty Hines Riddle, R.N., M.S.N. | Nursing Education |
| Sylvia H. Smith, R.N., B.S.N. | Nursing Education |
| R. Bruce Steinbach, A.A.S., C.R.T.T., R.R.T., B.A. | Chairman, Respiratory Care |
| Carol C. Stevens, R.N., M.S. | Nursing Education |
| Carolyn Strickland, A.A.S., CRTT, RRT. | Respiratory Care |
| Charissa L. Stroud, R.N., M.S.N. | Nursing Education |
| T. Kathryn Turner, R.N., B.S.N. | Nursing Education |

Industrial Technology Division

| | |
|---------------------------------------|--|
| James E. Fulcher, CMfgE, Diploma | Division Director, Industrial Technology |
| Beryalai Angar, M.S.E.E. | Electronics Engineering Technology |
| Faye Causey | Secretary, Industrial Technology Division |
| Lyman C. Craft, Certificate | Chairman, Diesel Mechanics/Agricultural Servicing |
| Donna Dunnehoo-Jones, M.A. | Electronics Engineering Technology |
| Richard D. Lee, A.A.S. | Machinist/Industrial Maintenance Technology |
| Dwight B. McGowan, Diploma | Automotive Technology |
| Laverne K. Ologge, B.S. | Chairman, Electronics Engineering Technology |
| Roland A. Smith, B.S. | Chairman, Automotive Technology |
| Hugh P. Stanley, M.A.Ed. | Chairman, Industrial Management Technology/ Personnel Management Technology |
| Jane C. Tripp, B.S. | Coordinator, Technical Drafting |
| Ben Trusty, B.S. | Coordinator, Industrial Construction Technology |
| M. Travis Wooten, CMfgE. | Chairman, Manufacturing Engineering Technology |

Legal Sciences

| | |
|-------------------------------------|-----------------------------------|
| Robert L. Everett, M.A.Ed. | Division Director, Legal Sciences |
| Christine C. Brown, A.A.S. | Secretary, Legal Sciences |
| James L. Bullock, J.D., M.B.A. | Paralegal |
| Lora G. Clark, J.D., B.A. | Paralegal/Criminal Justice |
| Brady Davis, B.S. | Basic Law Enforcement Training |

Jimmie Dye, B.A. Criminal Justice

Preschool Laboratory Staff

Cyndra H. Gasperini, M.S.H.E., M.A.Ed. Director of Preschool Laboratory
Barbara B. CarsonSecretary, Preschool Laboratory
Mary J. LaNeave, M.S.H.E Teacher
Deborah P. Lamb, A.A.S Teacher
Melanie F. Mayo, A.A.S. Teacher
Anna Harris, A.A.S Teacher
Ruby L. Taylor Cook



GENERAL INFORMATION

HISTORY OF THE COLLEGE

In March, 1961, Pitt Community College was chartered and designated by the State Board of Education as an industrial education center. The College began its operation as Pitt Industrial Education Center during the same year. Dr. Lloyd Spaulding served as the director of the center. The programs developed and expanded, and in 1964, the school was designated a technical institute by the State Board of Education. The name was changed in July, 1964, to Pitt Technical Institute, and it opened in its new facility, the Vernon E. White Building, in September, 1964, with nine curricula and 96 students.

Dr. William E. Fulford served as the institution's president from 1964-84. During those twenty years the institution experienced many changes and much growth.

In 1970, a second building, the Robert Lee Humber Building, was completed, providing an additional 31,458 square feet to serve the citizens of Pitt County.

In 1975, an addition was made to the White Building, adding a new student lounge with various recreational facilities. This addition also provided facilities for the Business Computer Programming curriculum.

The summer of 1979 brought about two important changes to Pitt Technical Institute. The Kay V. Whichard Building, a 26,000 square foot classroom/shop facility, was completed on campus. Also, the North Carolina General Assembly enacted a bill that changed Pitt Technical Institute to Pitt Community College. The change brought about the addition of the two-year college transfer programs.

Dr. Charles E. Russell was named President of Pitt Community College in 1984.

The Learning Resources Center (LRC), the Clifton W. Everett Building, provides approximately 33,000 square feet of space for library, audiovisual, and media production services and for Individualized Instruction Center services. The facility was completed in the Spring of 1987.

A vocational education classroom and lab/shop building, the A.B. Whitley Building, was opened in February, 1990. The 32,300 square foot facility provides space for the following programs: Diesel Mechanics/Agricultural Servicing, Machinist, Electronic Servicing, Electronic Engineering Technology, Architectural Technology, and Manufacturing Engineering Technology.

The William E. Fulford Building, a 44,500 square foot classroom/lab building, was opened in January 1993. This facility provides space for the following programs: Imaging, Medical Assisting, Nursing Educational Options, Occupational Therapy Assistant, Phlebotomy, Radiation Therapy Technology, Radiologic Sciences, and Respiratory Care.

The Welding/Masonry Building, a 10,750 square foot facility, was opened in April, 1993.

Today, Pitt Community College offers thirty-one technical programs, eleven voca-

tional programs, six certificate programs, and four college transfer programs.

LOCATION

The College is located on Highway 11, South, between Greenville and Winterville.

PITT COMMUNITY COLLEGE MISSION

The mission of Pitt Community College is to enhance the economic development and quality of life of the community, provide a positive learning environment, promote academic excellence, and educate diverse populations to succeed in the workplace and in higher education.



AREAS OF STUDY

Associate

| | Degree | Diploma | Certificate |
|--|--------|---------|-------------|
| Accounting | X | | |
| Administrative Office Technology | X | | X |
| Air Conditioning, Heating & Refrigeration | X | X | |
| Architectural Technology | X | | |
| Automotive Technology | X | X | |
| Basic Law Enforcement Training | | | X |
| Business Administration | X | | |
| Business Computer Programming | X | | X |
| Commercial Art & Advertising Design | X | | |
| Cosmetology | | | X |
| Criminal Justice: Protective Services Technology | X | | |
| Diesel Mechanics/Agricultural Servicing | | X | |
| Early Childhood Associate | X | X | |
| Electronic Servicing (2-Year Option) | | X | |
| Electronics Engineering Technology | X | | X |
| General Technology Curriculum Core | | | X |
| Health Information Technology | X | | |
| Hospital Ward Secretary | | | X |
| Human Services Technology | X | | |
| Imaging Technology (Technical Specialty) * | | X | |
| Industrial Construction Technology | X | | |
| Industrial Electrical/Electronics Technician | X | X | |
| Industrial Maintenance | | X | |
| Industrial Maintenance Technology** | X | | |
| Industrial Management Technology** | X | | |
| Law Enforcement Technology | X | | |
| Machinist (2-Year Option) | | X | |
| Manufacturing Engineering Technology | X | | |
| Marketing & Retailing | X | | |
| Masonry | | | X |
| Medical Assisting* | X | | X |

AREAS OF STUDY (continued)**Associate**

| | Degree | Diploma | Certificate |
|--|---------------|----------------|--------------------|
| Medical Office Technology | X | | X |
| Medical Sonography* | X | X | |
| Nuclear Medicine Technology* | X | X | |
| Nursing Education Options* | X | X | |
| Occupational Therapy Assistant* | X | | |
| Paralegal Technology | X | | |
| Personnel Management Technology** | X | | |
| Phlebotomy | | | X |
| Pre-Business Administration | X | | |
| Pre-Education (Elementary) | X | | |
| Pre-Education (Secondary) | X | | |
| Pre-Liberal Arts | X | | |
| Radiation Therapy Technology* | X | X | |
| Radiologic Technology* | X | | |
| Real Estate (Technical Specialty) | | | X |
| Real Estate Appraisal | | | X |
| Residential Carpentry | | X | |
| Respiratory Care Technology* | X | | |
| Surveying Technology (Technical Specialty) | | | X |
| Welding (2-Year Option) | | X | |

* Satisfactory admissions test results, interview, high school record, and physical examination are some of the requirements for enrollment.

** Evening programs only. Contact a Pitt Community College admissions counselor for details about “day only,” “evening only,” and “day and evening” programs.

NON-DEGREE CURRICULUM CREDIT

Students may enroll in available courses from different curricula for possible transfer or self-improvement.

ADMISSIONS

Pitt Community College operates under the open-door admissions policy established in the North Carolina General Statute 115.D. All community colleges maintain an open-door admissions policy for all applicants who are high school graduates or high school leavers 18 years of age or older. The College has the right to selectively place these applicants.

GENERAL ADMISSIONS

The basic requirements for curricular programs (Health Sciences Admissions excepted) are as follows:

1. The College requires high school graduation or the high school equivalency diploma for all technical, college transfer, and certificate programs. For vocational programs, the College requires students to have at least eight units of high school work or special permission. An official high school transcript is required.
2. Each applicant must submit a completed Application for Admission.
3. All students take placement tests with the exception of those transfer students who have successfully completed appropriate units in mathematics and English.
4. Applicants for Electronics Engineering Technology and Architectural Technology should have completed one unit of algebra and one unit of geometry.
5. Each applicant should make an appointment with an admissions counselor for a personal interview prior to enrollment in the College. The counseling session is designed to acquaint the student with the College and to help the student make a wise choice in program selection.

ASSET PLACEMENT TESTING

The ASSET (Assuring Successful Student Entry and Transfer) Placement Test is administered on a weekly basis as follows: Mondays at 5:00 p.m.; Wednesdays at 9:00 a.m.; and Thursdays at 12 noon in the Learning Center. During preregistration and registration, additional large group testings are conducted. To register for the ASSET test, students must see a Pitt Community College admissions counselor in the Vernon E. White Building, Room 2. Test permits and a picture ID are required before taking the test.

HEALTH SCIENCES ADMISSIONS

Health Sciences programs have additional admissions requirements including a pre-admission test. This is necessary because these programs are limited in the number of students that can be admitted each year. Guidelines and requirements for admission into the health sciences programs may be obtained from the health sciences admissions counselor.

Application and completion of requirements for admission in Fall Quarter to the health sciences programs should be completed as early as possible. The selection process begins in February.

Immunizations may be required of health sciences students.

The Pitt Community College health sciences programs are as follows:

| | |
|--|--------------------------------|
| Hospital Ward Secretary | Nursing Education Options |
| Imaging Technology (Technical Specialty) | Occupational Therapy Assistant |
| Medical Assisting | Phlebotomy |
| Medical Sonography | Radiation Therapy |
| Health Information Technology | Radiologic Technology |
| Nuclear Medicine Technology | Respiratory Care Technology |

TRANSFER ADMISSIONS

Pitt Community College will accept students from other post-secondary institutions provided applicants

1. Submit formal applications, and
2. Have official high school transcript and official transcripts from each post-secondary institution attended mailed to the Office of the Registrar.

The dean of students may refuse admission to transfer students not in good standing at previously attended post-secondary institutions.

READMISSION OF CURRICULAR STUDENTS

Students re-entering after one or more quarters out of school, with the exception of summer quarter, will follow normal admission procedures. Students out of school as a result of disciplinary action must appear before the dean of students and petition for readmission to the College.

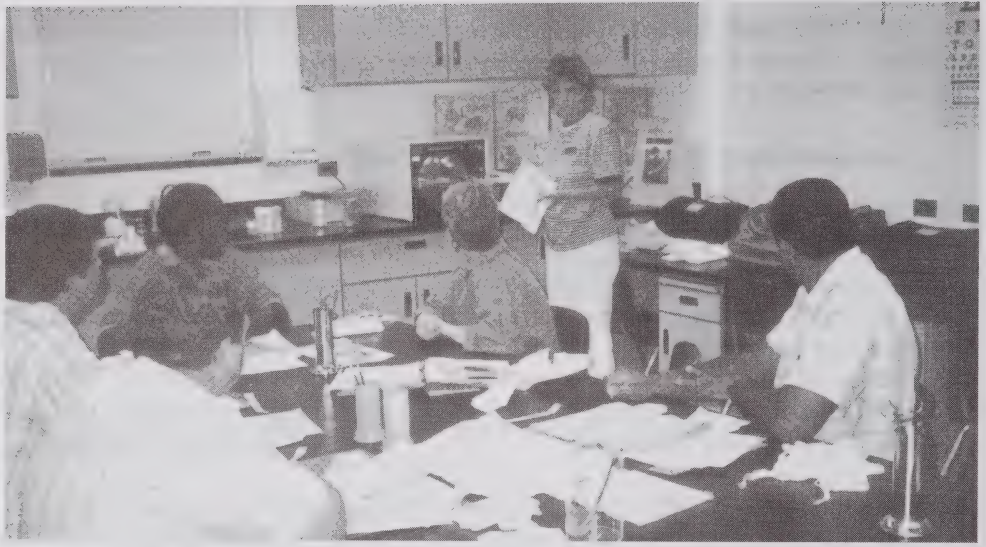
PROVISIONAL ADMISSIONS

A student applying too late to complete pre-entrance requirements may be admitted as a provisional student. In such cases, all requirements must be completed within the first quarter of attendance, including mailing of official transcripts (high school and post-secondary) directly to the Office of the Registrar.

Students not completing admission requirements by the end of the quarter will be reclassified as Non-Degree Credit. This will preclude their receiving financial aid and/or Department of Veteran Affairs (DVA) benefits.

HIGH SCHOOL ADMISSIONS (DUAL ENROLLMENT)

The College admits selected high school students to appropriate college courses as space permits under the following conditions:



1. The student is 16 years or older,
2. The student must be recommended by the high school counselor and have prior written approval from the high school principal and the designated representative for the local board of education, and
3. The student is taking at least three courses at the high school and is making appropriate progress toward graduation as determined by the school principal, and
4. The registrar of the College approves the enrollment of the student. High school students are exempt from the payment of tuition and activity fee.

HIGH SCHOOL STUDENTS ARE NOT ALLOWED TO ENROLL IN DEVELOPMENTAL COURSES AT THE COLLEGE UNDER THE DUAL ENROLLMENT POLICY.

INTERNATIONAL STUDENT ADMISSIONS

Pitt Community College has been approved by the U.S. Immigration and Naturalization Service to enroll international students from three categories: permanent residents with the Alien Registration ("green card"), refugees, or student visa holders ("F-1" Student Visa). International students present in the United States on a student visa ("F-1") are considered non-residents for the purpose of tuition payments. Length of stay, payment of taxes, or ownership of property, in themselves, do not qualify international students for the status of legal residence or domicile. For further information concerning international students' admissions, contact the Office of the Dean of Students.

STUDENT RIGHT-TO-KNOW ACT DISCLOSURE

Information concerning the Student Right-To-Know projected completion or graduation rate for Pitt Community College is available in the Counseling Office or the Office of the Registrar.

TUITION, FEES AND OTHER EXPENSES

Financial support from local, state, and federal sources allows each student an educational opportunity at minimum cost. Tuition is set by the North Carolina General Assembly and is subject to change without notice. Textbooks, fees, and supplies are additional expenses which vary according to the program of study. The payment of all fees is required at the time of registration. Any student who does not pay fees will have his/her schedule purged from all classes. Students may not attend class until tuition is paid.

TUITION *Please Note: Tuition is set by the North Carolina General Assembly and is subject to change without notice.*

Full-time Tuition

All North Carolina residents enrolled for fourteen (14) or more curricular credit hours are charged a maximum tuition of \$185.50 per quarter.

Part-time Tuition

The tuition charge for North Carolina resident curricular students is \$13.25 times the number of credit hours for which the student is enrolled. Example: 9 credit hours x \$13.25 equals \$119.25.

Senior Citizens

North Carolina residents 65 years of age or older shall be exempted from the payment of curricular tuition and extension registration fees.

Audit Students

Audit students must pay the same tuition rates as other students.

Out-of-State Students

The entrance requirements and admission procedures for persons who reside outside North Carolina are the same as for residents. Tuition for non-residents is \$1,505.00 per quarter for full-time enrollment. For part-time students, the fee is \$107.50 per credit hour.

RESIDENCE CLASSIFICATION FOR TUITION PURPOSES

Under North Carolina law, a person may qualify as a resident for tuition purposes in North Carolina, thereby being eligible for a tuition rate lower than that for non-residents. Copies of the applicable law and the State Residency Manual are available for inspection in the Office of the Dean of Students, the Office of the Registrar, and also in the Learning Resources Center, where they may be examined upon request.

FEES AND OTHER EXPENSES

All tuition and fees must be paid in the Cashier's Office located in the Vernon White

Building. The Cashier's Office is open Monday through Friday 7:30 a.m. to 5:00 p.m.

Student Activity Fee (Day Students Only)

The student activity fee for each full-time student (12 credit hours or more) is \$6.00 per quarter. Those students registered for nine through eleven credit hours are charged \$4.00 per quarter. Students registered for six through eight credit hours are charged \$2.00 per quarter and students registered for less than six credit hours are charged \$1.00 per quarter.

Accident Insurance Fee

Accident insurance, covering hours in school and transportation to and from school, is required at a cost of \$1.00 for part-time students (1-11 credit hours) and \$1.10 for full-time students (12 or more credit hours) per quarter. Students must submit claims for injury covered under the accident insurance provisions immediately, but in no instance later than 30 days, in order to expect coverage. All accidents must be reported to the dean of students within 24 hours of date of accident.

The premium for accident insurance is subject to change annually.

Professional Liability Insurance

Students enrolled in Health Sciences programs are required to purchase professional liability insurance and encouraged to purchase health insurance prior to clinical practice.

Parking Fee

There is a \$4.00 annual charge for parking permits for day students who enroll in Fall Quarter. Charges for students beginning in a later quarter are prorated.

Textbooks and Supplies

The cost of textbooks and supplies varies according to the program of study. These items may be purchased from the College Store. The College Store hours are Monday-Thursday, 8:15 a.m. - 8:00 p.m. and Friday, 8:15 a.m. - 2:30 p.m. Special hours exist during the first eight days of the quarter and during summer quarter. Business hours are posted on the College Store door and bulletin boards throughout the campus.

Lab Fees for Science and Computer Courses

Lab fees are charged for classes which require special equipment or supplies. These fees are indicated in course descriptions in the catalog. See course descriptions for actual fee per course.

REFUND POLICY

The College is authorized to refund tuition under the regulations set forth by the North Carolina State Board of Community Colleges (23 NCAC 2d.0202 e) which state that

a refund shall not be made except under the following circumstances:

1. A 100% refund shall be made if the student officially withdraws prior to the first day of class(es) of the academic quarter as noted in the college calendar. Also, a student is eligible for a 100% refund if the class in which the student is officially registered fails to "make" due to insufficient enrollment.
2. A 75% refund shall be made if the student officially withdraws from the class(es) prior to or on the official 20% point of the quarter.
3. For classes beginning at times other than the first week (7 calendar days) of the quarter a 100% refund shall be made if the student officially withdraws from the class prior to the first class meeting. A 75% refund shall be made if the student officially withdraws from the class prior to or on the 20% point of the class.

The refund policy is set by the North Carolina State Board of Community Colleges and is subject to change without notice.

Activity and insurance fees are nonrefundable.

Students desiring a tuition refund are asked to follow the steps listed below:

1. Contact a counselor to obtain the appropriate withdrawal form,
2. Complete the withdrawal form,
3. Submit the completed withdrawal form to the Office of the Registrar.

Students that prepay and then officially withdraw from the College may receive a full refund of tuition and fees if the official withdrawal and request for refund are completed before the first day of classes as published in the school calendar of the quarter involved.

If a student preregisters using Title IV Financial Aid funds and/or scholarships funds, and (1) fails to maintain measurable satisfactory academic progress resulting in the termination of financial aid, or (2) fails to begin classes during the first week of the quarter resulting in the termination of financial aid, then the College will credit the amount of tuition and fees to the specific Title IV program or scholarship from which the funds were originally allocated.

When a student recipient of Title IV Financial Aid funds withdraws or is dismissed from PCC prior to the end of an academic period, the institution will determine whether and to what extent the student received overpayment from such funds. This determination will be based upon any discrepancy between the amount of allowable costs (educational cost including room, board, books, supplies, transportation and miscellaneous expenses) incurred by the student up to the date of withdrawal and the amount of Title IV funds received by said students prior to that date.

Overpayment funds reimbursed to the institution by the student shall be credited to the specific Title IV program from which they were originally allocated.

ACADEMIC REGULATIONS

CLASS SCHEDULE

Pitt Community College normally offers classes between the hours of 8:00 a.m. and 10:00 p.m. five days per week, except on Friday when all classes end at 6:00 p.m.

Non-credit courses for personal, occupational, and community improvement are offered during both day and evening hours.

With careful planning a person can complete most of the work required for a degree or diploma in certain programs by attending evening classes.

REGISTRATION

The College year consists of four quarters. Students who are pursuing a course of study must preregister or register at the beginning of each quarter as they progress toward their educational objectives. Returning students must make satisfactory settlement with the College for all indebtedness prior to registration. All students will register during the prescribed registration period for that quarter (refer to College Calendar).

Preregistration and Prepayment

Preregistration and prepayment are held approximately the eighth week of each quarter at a time when students and advisors can review students' academic progress and plan courses for the coming quarter.

This opportunity is an important part of each student's program. Students and their advisors have an opportunity to discuss academic problems on an individual basis and keep abreast of progress.

During the week prior to preregistration, current students in a major are encouraged to make an appointment with their advisors to select their courses for the upcoming quarter. This preadvisement week permits additional time for advisor/student conferences and allows current students to have first choice of available classes.

Those students failing to preregister at the designated time must complete registration on registration day.

Late Registration (Second day of classes through drop/add)

A student may register for class(es) provided

1. The class is not canceled or closed,
2. The student convinces the advisor and the dean of students that it was impossible or would have involved extreme hardship to register at the appointed time, and
3. The student pays a late registration fee of \$5.00.

Auditing Courses

Students who wish to audit courses must register for such courses on a special audit registration card. Auditors receive no credit but are expected to adhere to the same attendance policy as credit students. Participation in class discussion and examinations is at the option of the student.

Fees for auditors are the same as for regular students. In the event of limited classroom space, first priority will be given to regular credit students.

AN AUDIT CANNOT BE CHANGED TO CREDIT NOR CREDIT TO AUDIT AFTER THE DEADLINE FOR ADDING COURSES.

FINANCIAL AID RECIPIENTS WILL NOT RECEIVE PAY FOR AUDITING A COURSE.

Registration for Developmental Courses

If students, as a result of placement tests, are found to be deficient in math, English, or other skills, they will be required to take appropriate developmental courses.

Developmental courses do not meet elective or graduation requirements.

Dropping and/or Adding Courses

In some instances it is necessary for students to make adjustments in their schedules. To ensure that the student receives proper credit, a drop/add card should be completed and processed through the registration area and registration form validated by the cashier. The College calendar (published in the Student Handbook and the General Catalog) indicates the last day to drop or add courses. This date is subject to change with proper notification.

NO COURSE IS OFFICIALLY DROPPED OR ADDED, INCLUDING CLASSES CANCELED BY THE COLLEGE, UNTIL THE REQUIRED PROCEDURE IS COMPLETED.

The procedure is as follows:

1. Obtain drop/add card from the Office of the Registrar or advisor,
2. Fill out card completely,
3. Have the advisor sign the card,
4. Process through the registration area, and
5. Have the computer form validated by the cashier.

COURSE LOAD

Full-time curricular students must take a minimum of 12 credit hours. Normally students take 15 to 18 hours. In addition to 12 credit hours, vocational students must take a minimum of 22 contact hours to be classified full-time. Students registering for more than 20 credit hours must have a cumulative grade point average of 2.0 or above or permission of the department chairman.

Students who are employed more than 15 hours a week should reduce their class load accordingly. Beginning students who have full-time employment are urged to limit class loads to 9 to 12 credit hours until they have demonstrated ability to carry a heavier schedule.

ATTENDANCE

Regular and punctual class attendance is expected of all students. Instructors will/ may unofficially drop students after the third week of class (see Unofficial Withdrawal) for the following reasons:

1. Any day student absent five consecutive class meetings will be unofficially dropped. (see 5 below)
2. Any evening student absent more than two consecutive class meetings will be unofficially dropped. (see 5 below)
3. A student may be reinstated into the class after being unofficially dropped if deemed appropriate by the class instructor.
4. Students may be unofficially dropped when their absences from class begin to affect the quality of their work or their grades as determined by the class instructor.
5. An instructor may choose not to unofficially drop a student if the student maintains regular, constructive communication with the instructor during an extended series of absences.

Students who choose to participate in school-related activities such as SGA and sports must adhere to the attendance policy. The student is responsible for work missed due to school-related activities. In such cases, instructors will wherever possible, work with the students involved to allow them to participate in the prearranged school activities, provided the student is in good academic standing for the course being missed (i.e., minimum "C" average).

When defining individual course attendance policies, instructors must take into consideration the between-classes time needed for students with disabilities.

This policy represents the minimum requirements for attendance. Other guidelines/policies based on the nature of a course may be added by the instructor subject to approval by the appropriate curriculum division director.

WITHDRAWAL FROM CLASSES

Official Withdrawal

During the first eight weeks of a quarter, a student may withdraw from courses without penalty. (See College calendar for applicable date each quarter.) *NO OFFICIAL WITHDRAWALS WILL BE PERMITTED DURING THE LAST THREE (3) WEEKS OF ANY QUARTER. ANY EXCEPTIONS TO THIS POLICY MUST BE AGREED UPON BY BOTH THE STUDENT'S CURRICULAR DIVISION DIRECTOR AND THE DEAN OF STUDENTS.* Official withdrawals do not count as hours attempted.

Students applying for an official withdrawal during the first eight weeks of a quarter must use the following procedure:

1. Obtain a withdrawal card from a counselor,
2. Complete and have advisor sign card,
3. Have card signed by financial aid and/or veteran affairs officer if receiving aid, and
4. Submit completed card to the Office of the Registrar.

After the first eight weeks, the student should see his/her curricular division director.

Students who officially withdraw from courses will not receive grades for those courses. Only the course(s) for which they registered and the official withdrawal designation will appear on the transcript. For more information, see the counselors or the Office of the Registrar.

Unofficial Withdrawal

An unofficial withdrawal from one or more classes is given to students who leave school or stop attending classes without qualifying for or following procedures for official withdrawal status. This includes students dropped for excessive absences (see Attendance) and not reinstated. Unofficial withdrawals count as hours attempted with quality points of "0" in determining the grade point average (GPA). Students who leave school without officially withdrawing will lower their GPA and jeopardize future readmission to the College. For more information see the counselors or the Office of the Registrar.

VETERANS NOTE: Any course for which an unofficial withdrawal or an "I" (Incomplete) is received may not be retaken for pay purposes under the Title 38, U.S. Code as amended by Public Law 93-508.

ALTERNATIVE CREDIT

Credit by Examination

A student who evidences prior proficiency for a course due to previous work or educational experience may apply for credit by examination provided the student is currently enrolled in the College.

Application for approval to take the examination must be made through the academic advisor and approved by the department chairman for that course, using the Permit for Credit by Examination form. If approved, the chairman will make arrange-

ments for the student to take an appropriate test administered by a departmental instructor.

Examinations will be scheduled at the discretion of the department chairman. No student may be permitted to take an examination without presenting the properly executed Permit for Credit by Examination to the course instructor.

ALL EXAMINATIONS MUST BE COMPLETED DURING THE FIRST 8 WEEKS OF EACH QUARTER. A STUDENT MAY NOT TAKE AN EXAMINATION FOR CREDIT MORE THAN ONCE FOR ANY ONE COURSE. All grades other than "F" will be recorded on the student's permanent academic record.

Students applying for credit by examination must use the following procedure:

1. Contact the advisor and the department chairman for that course to obtain the Permit for Credit by Examination,
2. Contact and have the Office of the Registrar sign the permit,
3. Pay additional nonrefundable tuition, if applicable, and
4. Present permit to instructor who will administer the examination.

The instructor administers and reports the results of the examination to the Office of the Registrar within one week of the date of approval of the permit by that office. Credit hours will count toward graduation; these will be computed in grade point average as grades and quality points will be recorded.

Credit by Examination cannot be included in the 25% residency requirements. (see Transfer Credit)

Credit by Placement Examination for RED 1101

In majors requiring RED 1101, credit may be granted to a student based on a satisfactory score on the reading portion of the ASSET placement test provided the student is currently enrolled in the College.

Application for credit must be made by the student through the academic advisor and approved by the registrar using the Request for Credit By Placement Exam form. If approved, the credit will be recorded on the student's permanent academic record. Credit hours will count toward graduation; the grade of satisfactory completion (S) will not be computed in the grade point average, and quality points will not be recorded.

Challenge Examination

Students enrolled in a course may feel they have become proficient in course subject matter based on work or educational experience. They may, with the instructor's approval, "challenge" the course by taking the challenge examination during the first eight weeks of the quarter. A student may not challenge a course more than once.

CHALLENGE EXAMINATION DOES NOT APPLY TO AUDIT STUDENTS. (see Audit)

Transfer Credit

Curricular students are responsible for requesting official transcripts from all previously attended institutions (secondary and post-secondary).

Transcripts for all students enrolled in a curricular program will be evaluated automatically.

Students transferring to Pitt Community College may transfer courses applicable to their curriculum with comparable course content so long as the GPA of all courses being transferred does not fall below a 2.0. **EXCEPTION:** Students transferring into health science curricula programs may not transfer any health science courses with a grade below "C." Only hours earned are transferable; grades do not transfer.

A maximum of sixty (60) credit hours may be transferred from institutions outside the North Carolina Community College System toward completing an associate degree or diploma program. All transfer students must complete at least 25% of the credit hours required for a degree or diploma at Pitt Community College. Within the 25%, at least twelve (12) quarter hours must be major course work (departmental prefix designation).

College transfer or technical credit for work experience cannot be allowed except through the organized and supervised cooperative education (CO-OP) program. Academic credit is not allowed for previous work experience outside of the supervision of the College; however, a student may challenge relevant courses by examination. (see Credit by Examination)

Work at institutions which are not regionally accredited is evaluated on the basis of the current issue of "Transfer Credit Practices of Designated Educational Institutions," published by the American Association of Collegiate Registrars and Admissions Officers (AACRAO) or similar publications.

Credit for Non-Traditional Learning

Pitt Community College will evaluate non-traditional educational records for possible transfer credit. Full documentation must be provided before an evaluation can be made.

A maximum of sixty (60) credit hours may be transferred from institutions outside the North Carolina Community College System toward completing an associate degree or diploma program. All students receiving transfer credit for traditional and/or non-traditional learning must complete at least 25% of the credit hours required for a degree or diploma at Pitt Community College. Within the 25%, at least twelve (12) quarter hours must be major course work (departmental prefix designation). Credit by examination cannot be included in the 25% residency requirements.

Advanced Placement Examinations/CLEP

Students of the College may request transfer credit for subjects tested under advanced placement examinations. CLEP and DANTES General Exams and Subject Area Exams are evaluated for transfer credit. Test scores must meet ACE (American Council on Education) recommendations. Credit must be applicable to the student's current degree or diploma requirements. Advanced credit must be supported by official test score reports to be considered for transfer credit. Only hours earned are awarded.

Educational Experiences in the Armed Services

Educational experiences in the armed services may be submitted for transfer credit evaluations. To request an evaluation of military service schools, the student must complete the following steps:

1. Complete one copy of the Request for Course Recommendation form for each course submitted for evaluation. This form is available in the Office of the Registrar.

2. Attach documentation of successful completion of course. Documentation may include DD Form 295 Application for the Evaluation of Educational Experiences During Military Service, DD Form 214 Armed Forces of the United States Report of Transfer or Discharge, course completion certificates, AARTS (Army/ACE Registry Transcript System) transcripts, or MOS (Military Occupational Specialty) Evaluation Score Reports.
3. Submit completed form and appropriate documentation to the Office of the Registrar.

Military educational experiences are evaluated using the ACE (American Council on Education) Guide to the Evaluation of Educational Experiences in the Armed Services. Credit must be applicable to the student's current degree or diploma requirements. Only hours earned are awarded.

Experiential Learning

Pitt Community College does not consider experiential learning or life experiences for transfer credit evaluation. However, students who evidence prior proficiency for a course due to previous work or life experiences may apply for credit by examination or challenge examination. (see Credit by Examination and Challenge Examination)

Advanced Placement Credit for High School Students

Pitt Community College and Pitt County Schools have entered into an articulation agreement to provide advanced placement for selected high school courses. High school graduates who successfully complete one or more of the selected courses and present evidence of the required level of mastery of skills in the course(s) will be granted credit at Pitt Community College for the comparable course in a degree or diploma program.

The following procedure applies to awarding credit for coursework through advanced placement.

1. The PCC departmental advisor, through consultations with the student and review of appropriate documentation, will complete the PCC Advanced Placement form to recommend credit for the course. The advisor will submit the form to the department chair responsible for the course.
2. The department chair will verify the eligibility of the course for PCC advanced placement. Upon approval, the department chair will submit the form to the Office of the Registrar.
3. Upon graduation from high school, if the student enrolls at Pitt Community College within one year, the advanced placement credit will be recorded on the student's permanent academic transcript.

Credit hours will count toward graduation; the advanced placement grade (AP) will not be computed in the grade point average, and quality points will not be recorded.

GRADE POINT AVERAGE (GPA)

The cumulative grade point average is determined by dividing the total number of

quality points by the total number of credit hours of work attempted.

The major grade point average is calculated on the required courses for the student's current major, including only the highest grade earned on each course. (see Graduation Requirements)

DEAN'S LIST AND HONOR ROLL

All full-time technical, vocational, and college transfer students maintaining a quarterly grade point average between 3.50 and 4.00 will be recognized on the Dean's List. Those maintaining a quarterly grade point average between 3.00 and 3.49 will be recognized on the Honor Roll.

The Dean's List and Honor Roll are prepared by the Office of the Registrar and mailed to all local or area newspapers of the students qualifying for either. The newspaper is selected based upon the student's address of record.

A student with an "Incomplete" grade is not eligible for the Dean's List or Honor Roll in the quarter the "Incomplete" is received.

GRADING SYSTEM

The following grading system is used by Pitt Community College.

| Letter | Numerical Equivalent | Quality Points Per Quarter Hour |
|--------|-------------------------|------------------------------------|
| A | 93-100 | 4 |
| B | 85-92 | 3 |
| C | 77-84 | 2 |
| D | 70-76 | 1 |
| F | Below 70-Failing | 0 |
| W | Unofficial Withdrawal | 0 |
| *OW | Official Withdrawal | 0 |
| *NA | Never Attended | 0 |
| *I | Incomplete | 0 |
| *AU | Audit | 0 |
| *T | Transfer Credit | 0 |
| *AP | PCC Advanced Placement | 0 |
| *S | Satisfactory | 0 |
| *U | Unsatisfactory | 0 |

*Not included in computing grade point average.

INCOMPLETE

An "Incomplete" is given at the discretion of the instructor when a student demonstrates satisfactory progress in a course but needs more than one quarter to complete the requirements of the course. To qualify for a grade of "I," a student must be enrolled in a course the last ten days of the quarter. No grades or quality points are awarded because of incomplete work.

In order to remove an "I" without re-enrolling in the course, the student must complete the work during the first eight weeks of the next quarter immediately following receipt of the "I" (see College Calendar). An "I" that is not removed during the first eight weeks remains on the transcript but does not calculate in the student's grade point average. If the student fails to remove the "I" during the eight week grace period, the student must re-enroll in the course IF CREDIT FOR THE COURSE IS NEEDED.

A student receiving an "I" in a prerequisite course may not proceed to the sequential course without permission of the instructor or, if absent, the department chairman.

ACADEMIC PROGRESS

The policy governing academic progress at Pitt Community College is intended to assist the student in successfully completing a chosen program of study within a given period of time. A cumulative grade point average of 2.00 must be earned in the required courses in all curricular programs.

Academic Probation

A student is placed on academic probation when the cumulative grade point average falls below the academic probation level according to the standards of academic progress.

Unsatisfactory Academic Progress

A student who remains on academic probation for the second consecutive quarter is considered making unsatisfactory progress for that quarter.

Satisfactory Academic Progress

A student is considered making satisfactory academic progress until placed on academic probation for the second consecutive quarter; then the student is considered making unsatisfactory academic progress as of the beginning of that quarter. Federal regulations require that a student receiving federal financial aid of any kind be making satisfactory academic progress (see Financial Aid).

Good Academic Standing

A student who is not on academic probation or suspension is considered in good academic standing.

Standards of Academic Progress Scale

The following scales establish standards of academic progress to ensure that the student will attain a cumulative grade point average of 2.00 required for graduation.

Academic probation is defined as any GPA less than the GPA shown in the column below.

Scale for Diploma and Certificate Programs

| <u>Hours Toward Degree</u> | <u>GPA</u> |
|----------------------------|------------|
| 0-15 | 1.00 |
| 16-30 | 1.35 |
| 31-40 | 1.75 |
| 41-and above | 2.00 |

Scale for Associate Degree Programs

| <u>Hours Toward Degree</u> | <u>GPA</u> |
|----------------------------|------------|
| 0-15 | 1.00 |
| 16-30 | 1.25 |
| 31-45 | 1.50 |
| 46-60 | 1.75 |
| 61-75 | 1.90 |
| 76-and above | 2.00 |

This policy does not apply to students classified as Non-degree (those students not working toward a degree or diploma).

Grades are mailed to students at the end of each quarter.

PRIVACY OF EDUCATIONAL RECORDS

Under the Family Educational Rights and Privacy Act of 1974, the rights of the student and the responsibilities of the institution concerning the various types of student records maintained by the institution are established. Pitt Community College supports the rights and privacies afforded each student by the Act and is in compliance with its provisions.

Within the College, only those individuals acting to facilitate the student's educational pursuits shall have access to a student's educational records. This includes instructors, advisors, department chairs, division directors, student services personnel, and other staff and faculty with an educational responsibility to the student. The College will not release educational records to individuals or agencies not associated with the College without the prior written consent of the student with the exception of those situations exempted by statute in the Act.

Each student has the right to inspect and review the educational records maintained by the College that are directly related to that student. Educational records include admission documents, registration documents, grades, and other supporting documents which are maintained in the student's permanent academic file in the Office of the

Registrar. Educational records also include tests, assignments, and grade calculations maintained by faculty in departmental files. A student does not have the right to inspect documents containing educational information related to other students.

Requests to inspect and review educational records shall be made by the student in writing to the Office of the Registrar. The College will comply with such requests within a reasonable time period not to exceed forty-five days after the written request is made. Requests by students to challenge the contents of educational records must be made in writing to the Office of the Registrar.

Directory information (student's name, address, telephone, date of birth, major, participation in officially recognized activities and sports, dates of attendance, degrees and awards received, and the most recent previous educational institute attended) may, at the discretion of the College, be released without written consent of the student in accordance with the provisions of the Act. A student may prevent disclosure of directory information by notifying the Office of the Registrar in writing. Requests for non-disclosure must be filed annually.

Additional information concerning the Family Educational Rights and Privacy Act of 1974 may be obtained from the Office of the Registrar or the Learning Resources Center.

TRANSCRIPTS

Student transcripts are available under the provisions of The Family Educational Rights and Privacy Act of 1974 (P.L. 93-380). Under this Act, written consent from the student is required before the student records can be released to anyone. Additional information may be obtained from the Office of the Registrar. Pitt Community College requires a written request 24 hours prior to release of a transcript.

The first two transcripts are free; subsequent transcripts are \$1.00 each.

All financial obligations to the College must be cleared before any transcript will be released.

TRANSFER TO OTHER INSTITUTIONS

Students planning to transfer to four-year colleges or universities are responsible for becoming acquainted with that institution's departmental requirements in the intended major and being guided by those requirements in selecting curricular courses and electives. The College maintains a file of catalogs of many other colleges and universities in the counselors' offices and in the Learning Resources Center. The counselors and the faculty advisors will assist students in selecting an appropriate institution and in interpreting its requirements.

Students planning to complete Pitt Community College graduation requirements at another college should refer to GRADUATION AFTER TERMINATION OF ATTENDANCE.

CHANGES IN REGULATIONS

Pitt Community College reserves the right to make changes in the regulations, courses, fees, and other matters of policy and procedure as deemed necessary.

CHANGES IN MAJOR COURSE OF STUDY

Students desiring to change major courses of study must receive academic counseling. A request for change of curriculum is initiated with an admissions counselor, signed by both previous and new advisors, and returned to the Office of the Registrar. No registration schedule should be completed by an advisor until this is done.

Students who plan to graduate should not request a change of curriculum until all required courses have been completed in their current curriculum (although they may take courses outside the current curriculum prior to its completion). This will enable the Office of the Registrar to evaluate all transcripts for credit under the correct catalog of record. Please refer to TRANSFER CREDIT and CATALOG OF RECORD.

Students who plan to pursue two curriculums simultaneously may do so by completing a request for double major with the Office of the Registrar.

STUDENT CLASSIFICATIONS

| | |
|---|---|
| Freshman | A student who has earned fewer than 54 quarter hours of credit |
| Sophomore | A student who has earned 54 or more quarter hours of credit |
| Full-time Technical or College Transfer Student | A student who is registered for twelve or more quarter hours of credit |
| Part-time Student | A student who is registered for less than twelve quarter hours of credit |
| Non-degree Curriculum | A full-time or part-time student not seeking a degree or diploma |
| Full-time Vocational Student | A student who is registered for twelve or more credit hours and at least 22 contact hours |

GRADUATION REQUIREMENTS

Upon recommendation of the faculty and the approval of the board of trustees, appropriate degrees, diplomas, or certificates will be awarded to students successfully completing the requirements of the curricula in which they were enrolled.

All students must:

1. Complete course requirements as prescribed in the catalog of record of the candidate for graduation (see Catalog of Record),

2. Earn a minimum of 2.0 grade point average ("C" average) in the required courses of the curriculum for which they are applying for graduation,
3. Clear all financial obligations to the College,
4. Complete at least 25% of credit hours required for the degree or diploma at the College, of which 12 quarter hours must be major course work with appropriate departmental prefix designation (see Transfer Credit), and
5. Apply for graduation with faculty advisor by the tenth calendar day of the quarter of anticipated graduation.

In some cases, circumstances may warrant the substitution of a course for a course required for graduation. Substitutions must be approved by the student's advisor, the division director, and the registrar.

Students should meet with their advisors and complete their graduation checklists during preregistration for the candidates' last quarter of attendance. The advisors will submit a list of potential candidates for graduation to the registrar and to the dean of students. After validation by the registrar, the dean of students will be notified of candidates' eligibility for graduation. Those students determined ineligible will be notified by their advisors.

Students are eligible to graduate with honors if their major GPA is 3.50 the quarter prior to graduation in the curriculum from which they are graduating.

Graduation exercises are held in May and August. Presence at graduation is required except when permission in absentia has been granted by the dean of students. Requests for such permission must be made in writing 30 days prior to graduation.

Students pay for their caps and gowns. The Student Government Association provides degrees, diplomas, and certificates.

GRADUATION AFTER TERMINATION OF ATTENDANCE

All students who wish to receive a degree from Pitt Community College after terminating their attendance with course requirements not met must, in addition to the requirements shown in GRADUATION REQUIREMENTS, receive approval of the courses to be taken at the college they plan to attend. This approval must be in writing from the Office of the Registrar. A maximum of twelve (12) credit hours will be approved to be completed within twelve (12) months of termination of attendance.

CATALOG OF RECORD

Students in continuous attendance (summer quarter excepted) may graduate under the provisions of the catalog in effect on their date of entry into their current curriculum, or they have the option of choosing the requirements of a subsequent issue. Students not in continuous attendance must graduate under the provisions of the catalog in effect on their last entry date into the curriculum or subsequent issues. The catalog of

record for a student who does a change of major is the catalog in effect at the time the change of major is effective.

REPETITION OF COURSE WORK

With the consent of their advisors, students may repeat courses in which a "D," "F," or "W" grade was earned on the first attempt.

Any course repeated will be recorded and calculated in the cumulative grade point average (GPA). Only the highest grade will be used in calculating the GPA and total quarter hours of credit toward graduation.

When a student receives an "F" in a course not offered during the remainder of the student's residence, an equivalent course may be substituted for purposes of meeting program requirements upon recommendation of the student's advisor, the division director, and the registrar.

Non-Degree Curriculum students will be required to obtain approval of the department chairman to repeat a course more than two times. The student may be asked to justify the need for further course repetition.

Veterans should be aware that they cannot receive DVA benefits for repeating courses previously passed.

THE FACULTY ADVISOR SYSTEM

The faculty advisor system is designed to make a contribution to the students' educational progress. Students who have declared curricula are assigned a faculty advisor. Students may know their advisors not only as instructors, but also as one from whom they may receive assistance in program planning, scheduling, and registration. The objectives of the faculty advisors are as follows:

- * To have a conference with each new advisee as soon as possible to get acquainted.
- * To be alert to student problems in order to assist the student in both academic and personal matters. (Problems which the advisor feels unqualified to handle should be referred to the counselors' office.)
- * To assist the individual student in planning an academic schedule to meet course prerequisites and curriculum requirements. To assist the student in completing the graduation checklist.
- * To maintain an academic progress file on each advisee. (This file should include grade reports, a graduation checklist, and an information sheet.)
- * To post office hours, showing when available for consultation with students.
- * To serve, upon request of the student, as the student's representative in conferences where decisions affecting status are made.

FINANCIAL AID

The goal of Pitt Community College's financial aid office is to provide assistance to students having financial need. Need is the difference between the cost of education and the amount the student and family can afford to pay, as determined by a standard formula. Need is determined by evaluating the information provided on an aid application. Factors such as income, assets, and benefits are considered in determining the need for aid. All financial awards are determined by the institution's Financial Aid Committee. The financial aid office is open Monday through Friday from 8 a.m. to 5 p.m. and on Monday evenings from 5:00 p.m. to 8:00 p.m. for the convenience of evening students.

Financial aid is awarded on an annual basis; therefore, students must submit new financial aid applications each year. Financial aid will be awarded only for courses within a student's curriculum.

To receive financial aid, students must be enrolled in an eligible curriculum (degree or diploma). Students must maintain satisfactory academic progress according to the standards of the College and not owe a refund on a grant or be in default on an educational loan.

The financial aid office will mail an awards letter explaining the award amounts and dates of disbursement to each eligible aid recipient.

ACADEMIC REQUIREMENTS FOR SATISFACTORY PROGRESS TO MAINTAIN FINANCIAL ASSISTANCE

Federal regulations require minimum standards of satisfactory academic progress which students must meet in order to receive Title IV financial aid which includes Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Federal Work-Study, Federal Stafford Loan, North Carolina Student Incentive Grant, and funds from other federal or state administered programs.

A. Measurable Satisfactory Academic Progress

1. To maintain satisfactory academic progress, students must have earned a cumulative GPA according to the total number of quarter hours attempted as indicated below:

DIPLOMA AND CERTIFICATE PROGRAMS ASSOCIATE DEGREE PROGRAMS

| Hours Toward Degree | GPA |
|------------------------|------|
| 0-15 | 1.00 |
| 16-30 | 1.35 |
| 31-40 | 1.75 |
| 41 and above | 2.00 |

| Hours Toward Degree | GPA |
|------------------------|------|
| 0-15 | 1.00 |
| 16-30 | 1.25 |
| 31-45 | 1.50 |
| 46-60 | 1.75 |
| 61-75 | 1.90 |
| 76 and above | 2.00 |

2. Students must also meet the requirements of the Measurable Time Frame Chart. For purposes of determining enrollment status, students who at the end of the

drop/add period, are enrolled for 12 or more credit hours are considered full-time students. Students enrolled for 9 to 11 credit hours are three-quarter-time students, and students enrolled for 6 to 8 credit hours are one-half-time students. Students who are enrolled for 5 or less credit hours may be eligible for Pell Grant; the quarter hours are combined for use on the Measurable Time Frame Chart. The Chart includes all hours attempted, including those for which the student did not receive financial aid.

MEASURABLE TIME FRAME CHART

| Quarter at PCC | Full-time Student | 3/4 Time Student | 1/2 Time Student |
|----------------|-------------------|------------------|------------------|
| 1st | 8 (Total) | 6 (Total) | 4 (Total) |
| 2nd | 8 (16) | 6 (12) | 4 (8) |
| 3rd | 8 (24) | 6 (18) | 4 (12) |
| 4th | 8 (32) | 6 (24) | 4 (16) |
| 5th | 8 (40) | 6 (30) | 4 (20) |
| 6th | 8 (48) | 6 (36) | 4 (24) |

For any quarter after the 6th, contact the Financial Aid Office for the formula used to calculate the number of credit hours a student must pass based on enrollment status.

B. Financial Aid Probation-Unsatisfactory Academic Progress

1. Students who fail to meet the requirements in A.1 for any quarter are placed on FINANCIAL AID PROBATION and considered to be making UNSATISFACTORY ACADEMIC PROGRESS. Students in this category may continue to receive financial aid for one additional quarter. If the requirements are NOT met at the end of this quarter, his/her financial aid will be terminated until the requirements are met for reinstatement.

2. Failure to meet the requirements in A.2 (Measurable Time Frame Chart) will result in immediate termination of financial aid benefits.

3. Students who receive financial aid and withdraw from school for two consecutive quarters will not be allowed to continue receiving financial aid until they have attended one quarter with no financial assistance and made satisfactory academic progress for the quarter. Unusual verifiable circumstances may be appealed to the Financial Aid Committee.

C. Appeal Process

1. Students may appeal their suspension/termination of eligibility for financial aid only for “extraordinary circumstances” to the director of financial aid.

2. Appeals must be in writing, accompanied by appropriate documentation, and presented to the director of financial aid for action by the committee which is composed of the dean of students, the director of financial aid, and the financial aid officer.

D. Procedures for Reinstatement

1. Students who have had their financial aid eligibility terminated may be reinstated in one of the following ways:

- a. By approval of the Financial Aid Committee, or
- b. By enrolling in the College without the benefit of financial assistance until the requirements in A.1 and A.2 are met.

2. Retroactive payments of financial aid for quarters when students were on probation is prohibited.

E. Incompletes

Students who receive incompletes in courses and who re-enroll in those courses in a subsequent term may include those hours for purposes of determining enrollment status.

F. Non-Credit Courses

Non-credit courses and courses that are being audited may not be included in a student's enrollment status for financial aid purposes.

G. Maximum Number of Academic Years to Receive Degree

Students are expected to finish their degree or program within three academic years. Students who attend beyond three years will not be eligible to receive financial aid. Special circumstances may be appealed to the Financial Aid Committee.

GRANTS

Federal Pell Grant

Federal Pell Grants are awarded to help undergraduates pay for their education after high school. For many students, these grants provide a foundation of financial aid to which aid from other federal and non-federal sources may be added. Students should contact the financial aid office for an application.

Federal Supplemental Educational Opportunity Grant (F-SEOG)

A Federal Supplemental Educational Opportunity Grant (F-SEOG) is for undergraduates with exceptional financial need (with priority given to Federal Pell Grant recipients). Schools receive a limited amount of funds for the F-SEOG program, therefore, when the funds have been awarded, there will be no additional funds for the academic year.

North Carolina Student Incentive Grant

Undergraduate students who are legal residents of North Carolina accepted for enrollment or enrolled full-time in good standing may apply for the North Carolina Student Incentive Grant to help pay for their educational expenses. Students must demonstrate

“substantial financial need” as determined by the federal student aid application.

Students may apply for this grant by checking the appropriate blocks on the federal student aid application. The deadline for the grant is March 15 of each year.

LOANS

Federal Stafford Loans (formerly Guaranteed Student Loans)

Federal Stafford Loans are low interest loans made by a lender to students attending school at least half-time. Loans are made by a lender such as a bank, credit union, or savings and loan association. College Foundation, Inc., located in Raleigh, North Carolina, acts as a lender for most Pitt Community College students.

The maximum amount that a student can borrow is:

- \$2,625 for a first-year dependent undergraduate student enrolled in a program of study that is a full academic year.
- \$3,500 for a second-year dependent undergraduate student, and the remainder of your program is a full academic year.
- \$6,625 for a first-year independent undergraduate student enrolled in a program of study that is a full academic year. (At least \$4,000 of this amount must be in an unsubsidized Federal Stafford Loan.)
- \$7,500 for a second-year independent undergraduate student, and the remainder of your program is a full academic year.

For new borrowers interest will be variable, but not higher than 8.25%. Variable rates are set each June.

The interest rate is shown on the promissory note for each loan.

There is an “origination fee” of 3%, which will be deducted proportionately from each loan disbursement. This fee is passed on to the federal government to help reduce the government’s cost for these loans. The lender may also collect an insurance premium of up to 1% of the loan principle. This premium will also be deducted proportionately from each disbursement.

Repayment for Federal Stafford Loans begins six months after graduating, leaving school, or dropping below half-time status. Student must notify the lender in any of these cases.

Before receipt of a Federal Stafford Loan, student eligibility for a Federal Pell Grant must be determined. If eligible for the grant, the grant amount will affect the amount borrowed under the Federal Stafford Loan program.

Federal Plus Loans

Federal Plus Loans are for parents who want to borrow to help pay for their children's education. This loan provides additional funds for educational expenses. This loan has a variable interest rate, adjusted each year and will be shown on the promissory note. The maximum amount that can be borrowed is the amount of the cost of education minus other aid. The lender may charge an insurance premium of up to 3% of the loan principal. This premium must be deducted proportionately from each loan disbursement made to the student. Federal Plus Loan borrowers generally must begin repaying both principal and interest within 60 days after the last loan disbursement. There are no grace periods for Federal Plus Loans.

Before receiving a Federal Plus Loan, student eligibility for a Federal Stafford Loan and for a Federal Pell Grant must be determined. If eligible for aid from either or both of these programs, the amount of eligibility may affect the amount borrowed under the Federal Plus Loan program.

Pitt Community College also administers loans which are funded by local businesses and citizens. Students should contact the Financial Aid Office for more information about the following loan programs:

Burroughs Wellcome Loan Fund
Doris Hall Phelps Memorial Loan Fund
PCC Emergency Loan Fund
PCC Nursing Loan Fund

FEDERAL WORK-STUDY

The Federal Work-Study Program provides jobs for undergraduates who have a financial need as determined by an approved needs analysis program. Students are paid monthly and will receive federal minimum wage for hours of satisfactory work completed. Work schedules will be set up by the Financial Aid Office and the student's supervisor and will vary according to class schedules. Awards are made on a yearly basis and are subject to the availability of funds.

Students should complete the appropriate financial aid application to determine a need for the Federal Work Study Program. If a need is determined, they should then complete an institutional work study application. These applications may be obtained from the Financial Aid Office.

REFUND/STUDENT REPAYMENT POLICIES FOR TITLE IV PROGRAMS

When a student recipient of Title IV Financial Aid funds withdraws or is dismissed from Pitt Community College prior to the end of an academic period, the institution will determine whether and to what extent such student received overpayment from such funds. This determination will be based upon any discrepancy between the amount of allowable costs (educational cost including room, board, books, supplies, transportation and miscellaneous expenses) incurred by the student up to the date of withdrawal and the

amount of Title IV funds received by said student prior to that date.

Overpayment funds reimbursed to the institution by the student shall be credited to the specific Title IV program from which they were originally allocated.

SCHOLARSHIPS

Scholarships are available to students based on different factors such as program of study, academic performance, need, and county of residence. Students should contact the Financial Aid Office for more information on the following scholarships:

Baer Academic Scholarship
Carolina Power and Light Company Scholarship
Carolina Power and Light Company Scholarship for Electrical Installation or
Air Conditioning, Heating and Refrigeration
Carolina Telephone Scholarship Program
Carolina Telephone College Transfer Scholarship
Phillip L. Clark NOW Fund
Diesel Mechanics/Agricultural Servicing Scholarship
William E. Fulford, Jr. Memorial Scholarship
Greenville/Pitt County Homebuilders Association Scholarship
North Carolina Community College Scholarships
PCC Foundation Scholarships for Academic Excellence
PCC Foundation Technical Scholarships
PCC Foundation Vocational Scholarships
PCC Institutional General Scholarships
Perkins Scholarship/Grant Trust Fund
Pitt County Electrical Contractors Association Scholarship
Procter and Gamble Electronics Scholarships
Service Roofing Scholarship
Beth Butler Smithwick Memorial Scholarship
Van Nortwick Scholarships
Van Nortwick Scholarships for Current Pitt Community College Students
Wachovia Technical Scholarship
Vernon E. White Scholarship
Danny Woods Scholarship

OTHER SOURCES OF ASSISTANCE

Job Training Partnership Act

This program is a source of financial aid which can be utilized to offset the cost of training for individuals deemed eligible. For further information, contact the JTPA Employment and Training Specialist in the Student Services Division.

Vocational Rehabilitation

Any person who has a substantial physical or mental condition which prevents employment may be eligible for services from the North Carolina Division of Vocational Rehabilitation Services. If eligibility is determined, financial assistance for educational costs may be provided as part of a total rehabilitation program. For further information contact any Vocational Rehabilitation unit office. The Greenville unit office is located at 111 Eastbrook Drive. The telephone number is 830-8560.

North Carolina National Guard Tuition Assistance Program

Active North Carolina National Guard members who have a minimum of two years remaining as a member of the Guard from the end of the academic period for which tuition assistance is requested may be eligible for tuition assistance. Persons desiring information or applications for this assistance should contact their unit representative.

Local Sources of Financial Aid

Students are encouraged to keep in touch with their respective high school guidance counselors in order that they may be aware of various kinds of scholarships granted by hometown civic clubs, church groups, or other nonprofit associations or foundations.

Veteran Benefits

The Veteran Benefits Laws provide financial assistance to any veteran enrolled in an approved curriculum and eligible for benefits. To be eligible, the veteran student must be enrolled in an approved curriculum and taking (for pay) only those classes required for graduation in the chosen curriculum. Veteran students must maintain satisfactory attendance, conduct, and academic progress, according to the school standards for continuing eligibility for payment.

Department of Veteran Affairs (DVA) payments for veterans in a vocational, technical, or college transfer program are based on credit hours per quarter as indicated below:

| | |
|-------------------------|--------------------|
| 12 or more credit hours | full-time |
| 9-11 credit hours | three-quarter-time |
| 6-8 credit hours | half-time |
| Below 6 credit hours | no pay |

Records of progress (transcripts) are kept by this institution on veteran and non-veteran students. Progress records are furnished at the end of each scheduled school term.

The Pitt Community College Department of Veteran Affairs Office is open Monday through Friday from 8:00 a.m. to 5:00 p.m. and on Mondays from 5:00 p.m. to 8:00 p.m. for the convenience of evening students.

Dependents of Veterans

The Department of Veteran Affairs offers up to 45 months of educational benefits for qualified dependents of certain disabled or deceased veterans. An allowance of up to \$404.00 per month is made to students under the program.

For further information on DVA benefits, the student should contact the Department of Veteran Affairs, the N.C. Department of Veteran Affairs, or the DVA Regional Office in Winston-Salem.

STUDENT SERVICES

COUNSELING

A variety of counseling and guidance services are available at no charge to every curriculum student from pre-admission through graduation. Trained personnel provide admissions, educational, and personal counseling services.

The Counseling Office is open Monday through Thursday from 8:00 a.m. to 8:00 p.m. and on Friday from 8:00 a.m. to 5:00 p.m. It is located in Room 2 of the Vernon E. White building. Students are requested to schedule an appointment for a counseling session; however, students without appointments will be helped as time permits.

The staff provides information on the requirements for enrollment and procedures for general and health science admissions at PCC. Counselors interpret placement test results and make course recommendations. Students who are undecided about their course of study are encouraged to use the CHOICES (Computerized Heuristic Occupational & Career Exploration) guidance system. The counselors serve as academic advisors to students until they choose a program of study.

Confidential personal counseling is available to students on a limited basis. Counselors make referrals to appropriate agencies when a student has a long-term counseling need.

The Counseling Office remains in touch with students throughout their college years to facilitate the fulfillment of their plans and to make their educational endeavors meaningful and productive.

STUDENT SUPPORT SERVICES

The Student Support Services program, also known as "TRIO," is designed to bridge the gap between high school and college in order to give eligible students more meaningful experiences while gaining a college education. The program also assists non-traditional students at Pitt Community College.

The Student Support Services program is a comprehensive academic program. The services offered include free tutorial services, personal and academic counseling including self-esteem building exercises, study skills help, assistance to students with disabilities, and college transfer assistance. The hours of operation are 8:00 a.m. - 5:00 p.m. Monday - Friday. Student Support Services promotes helping students to fulfill their dreams to do well in college and in life.

CAREER PLANNING AND PLACEMENT CENTER

The Career Planning and Placement Center assists students and graduates in

career decision-making, planning for marketability, and job search. There is no charge for any of the services. The center is open Monday through Friday from 8:00 a.m. to 5:00 p.m. and on Monday evenings from 5:00 p.m. to 8:00 p.m. for the convenience of evening students.

The staff offers assistance to individuals and groups in the development of career goals by examining interests, aptitudes, values, and exploring career interests. Individuals may also use SIGI PLUS, a computerized career guidance program. Available educational and career resources include information on careers such as educational requirements, personal qualities, job prospects, locations, details on the nature of the work, salary ranges, and opportunities for advancement as well as 4-year college catalogs, employer information and applications, and job opportunity listings.

Placement services are provided for Pitt Community College students and alumni who register with the center. Up-to-date information on job openings from private, governmental, and educational institutions is available. The staff offers help in resume preparation, completing job applications, interview skills, and creative job search strategy.

The Career Planning and Placement Center is the liaison between Pitt Community College students and potential employers. All students and alumni are encouraged to register with the center.

HUMAN RESOURCES DEVELOPMENT

Human Resources Development (HRD) is a program which prepares the student for obtaining and maintaining gainful employment. In a classroom setting, the student may upgrade their level of education, prepare for the High School Equivalency Examination, develop helpful self-knowledge, and become introduced to the world of work. HRD offers a non-traditional entrance into the community college system without the fear of failure.

After a student successfully leaves the HRD program, employment counseling and follow-up services are available at no extra charge. These activities are aimed to enhance the student's employment opportunities.

DISABILITY/RETENTION SERVICES

The Office of Disability/Retention Services is designed to provide students with disabilities the necessary educational assistance to complete a college program. Referrals are made as needed to other campus-based programs and community agencies. Complete confidentiality is assured to students. The Disability/Retention Services Office is open Monday through Friday from 8:00 a.m. until 5:00 p.m. and is located on the south side of the Vernon White building in Trailer 18.

ATHLETICS PROGRAM

The intercollegiate athletics program seeks to support the Pitt Community College

mission by providing opportunities for students to participate in organized competitive sports activities. The purpose of the athletics program is to promote and encourage athletics in such a way that results will be consistent and supportive with the total educational purpose of Pitt Community College to include academic success, physical and emotional well-being, and social development.

It is the philosophy of the athletics program at Pitt Community College that students can best be served in an environment that recognizes the contributions and importance of its faculty and staff. Thus, through the Student Services Advisory Committee, Faculty Senate, Student Government Association, and other campus organizations, the athletics program receives faculty, staff, and student feedback and evaluation to determine the effectiveness of the athletics program.

The athletics program is designed to meet the unique needs of a diverse group of student-athletes who come from both traditional and non-traditional backgrounds. Pitt Community College offers only intercollegiate athletics, due to the lack of interest in intramural sports. Pitt Community College accepts its responsibility to provide a fair and equitable process for selecting those who participate in athletic competition.

Pitt Community College believes that athletic participation is a privilege and seeks to provide an environment that is free from drug and substance abuse for the purpose of enhancing athletic performance by any athlete engaged in competition.

Athletic Conduct Policy

- * Athletes must conduct themselves at all times in such a manner that will not cause embarrassment to Pitt Community College.
- * Athletes must not use profanity.
- * Athletes must not use drugs or alcohol.
- * Athletes must abide by rules and regulations set forth by coach(es) of each sport and are subject to the rules governing NJCAA and ECCCAC.
- * Athletes must communicate with faculty regarding scheduled sports events which will involve being absent from class(es) and must be responsible for making up classwork in a timely manner.
- * Athletes must maintain a grade point average which meets NJCAA and ECCCAC guidelines in order to participate in athletic competition.
- * Athletes are subject to the same academic requirements as all other students for admission, academic standing, and graduation requirements. No academic exceptions are made for student athletes at Pitt Community College.

HEALTH SERVICES

Pitt Community College maintains no health facilities. The responsibility for medical services rests with students and their spouses, parents, or guardians. Emergency

facilities are available at Pitt County Memorial Hospital. Entering students are required to answer the health questionnaire on the Application for Admission form. Student accident insurance is required.

Pitt Community College has a Emergency Procedures Manual and copies are available in each department of the College.

MENTAL HEALTH SERVICES

PCC and the Pitt County Mental Health Center have developed a Student Assistance Program. This program is available to full-time students who might benefit from the Services of Pitt County Mental Health Center. Students who are referred to the Center by PCC receive three free visits. Students are responsible for payment after the first three visits with the fees based on a sliding scale. Contact the Office of the Dean of Students for more information on this program.

FOOD SERVICE

The College has a hot food service operated in the student lounge. Hot sandwiches, other short-order items, and fountain drinks are available. Hours of operation are 6:30 a.m. to 3:00 p.m. Monday-Friday.

Vending machines for soft drinks, cigarettes, and snacks are located in each building.

PRESCHOOL LABORATORY

As part of its Early Childhood Education program, Pitt Community College has a preschool laboratory on its campus which operates Monday - Friday from 7:00 a.m. to 5:30 p.m. The PCC Preschool Laboratory is AA licensed by the North Carolina Department of Human Resources, Division of Child Development to serve children ages three to five years old.

To enroll a child in the PCC Preschool Laboratory, a parent or guardian should call or visit the Center. A waiting list is maintained by the director and openings are filled on a first-come, first-served basis, with preference given to PCC students, faculty and staff.

HOUSING

The College does not provide housing facilities for students either on or off campus.

IDENTIFICATION CARDS

All day students must have a valid Pitt Community College ID card while on campus. ID cards will be made during the second week of each quarter (contact Student Services Office for schedule of dates). Students will be asked to present one form of identification.

There is no cost to new students. ID cards will admit students to college dances, cookouts, and other student activities.

STUDENT ORGANIZATIONS

American Association of Medical Assistants (AAMA)

Students enrolled in the Medical Assisting program may join the local (Pitt County Chapter), state, and national AAMA. AAMA meets monthly and provides opportunities for professional growth, fun, and fellowship.

American Institute of Architecture Students (AIAS)

The American Institute of Architecture Students is made up of approximately 10,000 members, most of whom participate in the 170 chapters around the United States and Canada. Each chapter focuses on the needs of architectural students and plans activities to stimulate interest in the field of architecture. Membership in AIAS is open to anyone interested in the organization and its purposes.

Cheerleading

The PCC Cheerleading squad promotes school spirit and support for PCC athletic programs. Members must be at least 18 years of age or have graduated from high school. First-year students interested in trying out for the cheerleading squad must maintain at least twelve (12) credit hours with a 1.75 GPA each quarter. Second-year students must have passed a total of 36 credit hours with a 2.0 GPA and must have passed the last quarter attended with 12 credit hours and a 1.75 GPA to be eligible. Tryouts are held approximately three weeks after the beginning of Fall Quarter.

Data Processing Management Association (DPMA)

The student chapter of the DPMA is open to all business computer programming majors at PCC. It is intended to complement classroom studies by providing opportunities for professional development and career planning through field trips, speakers, programs and interaction with information processing professionals. The student chapter is sponsored by the local (Coastal Plains) chapter which meets monthly in Greenville. Student members are invited to these meetings and may also attend the yearly regional DPMA Conference which hosts a student programming contest. Students are encouraged to join the DPMA early in their career at PCC.

Delta Epsilon Chi

Delta Epsilon Chi is the student organization for the Marketing and Retailing program. It is the college division of DECA—Distributive Education Clubs of America. Students enrolled in the Marketing and Retailing curriculum may join. No grade point requirement must be met to join.

Gamma Beta Phi

Gamma Beta Phi is an honor society chartered in 1975. Membership is based upon a GPA of 3.0. Gamma Beta Phi comes under the supervision of the SGA.

Phi Beta Lambda

Phi Beta Lambda is a post-secondary business organization for students with an interest in the business world. It is a nonprofit, educational association made up of students pursuing careers in business or business education. The Pitt Community College Chapter (Xi Beta Eta) is chartered by the national and North Carolina organizations.

Pitt Community College Association of Nursing Students (PCANS)

The Pitt Community College Association of Nursing Students (PCANS) contributes to nursing education and influencing the educational process; provides programs representative of fundamental and current professional interest and concerns; and aids in the development of the whole person, his/her professional role, and his/her responsibility for the health care of people of all walks of life.

Students currently enrolled in or accepted into, but not yet enrolled in PCC's Nursing program may join as active members. Pre-nursing students enrolled in classes leading to an associate degree, diploma, or baccalaureate degree in nursing may join as associate members.

Pitt Community College Chapter of the Mental Health Association of Pitt County

The Mental Health Association in Pitt County is part of the nation's oldest and largest voluntary citizens organization which is concerned with all aspects of mental health and mental illness. They are persistent in their efforts to better inform the public about mental and emotional illnesses and to seek solutions for those who suffer from them. By paying a \$5 membership dues, students may join in the fight against mental illness.

Pitt Community College Paralegal Association

Pitt Community College Paralegal Association (PCCPA) is a student organization affiliated with the North Carolina Paralegal Association, Inc. Students enrolled at least half-time in the Paralegal program may join. No grade point requirements must be met to join.

Pitt Community College Student Ambassadors

Eight to ten students are selected each year to serve as student ambassadors for the college. The ambassadors serve as hosts and tour guides for special events. They also make public speaking presentations and assist with student recruiting. Students receive collegiate apparel and tuition in exchange for their services. Applications are available in the Office of the Dean of Students.

Southern Organization of Human Service Education (SOHSE)

SOHSE provides a medium for cooperation and communication among Southern Area Human Services/Mental Health professionals, faculty and students; fosters excellence in teaching, research, curriculum planning and clinical skills; promotes improved human services to all individuals through greater utilization of workers at all levels; and serves members in their career development and career placement. Students in a Human Services/Mental Health educational or training program for competence in the Human Services/Mental Health profession are eligible to join.

Student Government Association (SGA)

The Student Government Association (SGA) serves as the student voice on campus. Each curriculum elects one representative and one alternate to the Association. Officers are elected from this body annually and the president serves on the Pitt Community College Board of Trustees as an ex-officio member. Activities supported by the SGA include Pitt Community College athletic events, field days, cookouts, a student newsletter, and community projects.

Student Occupational Therapy Association

Pitt Community College Student Occupational Therapy Association promotes academic excellence and offers a means by which its members can learn more about the profession of Occupational Therapy. Students enrolled in the Occupational Therapy Assistant curriculum may join by completing an application for membership and paying dues.

PUBLICATIONS

Pitt Community College publishes the following:

- * College Catalog
- * Student Handbook
- * Program Brochures
- * New Student Information Guide
- * PCC Weekly Bulletin
- * The Bulldog

Information concerning Pitt Community College's publications policies is contained in Pitt Community College's **Publications Guidelines**.

GUIDED TOURS

Guided tours are available for interested groups and individuals by appointment. Contact the Office of Student Services to schedule tours.

CLASS RINGS

All orders for class rings will be made with the dean of students. Notices will be posted relevant to dates for measurements.

TRAFFIC REGULATIONS

All automobiles operated on the campus by day students and college personnel must be registered with the Office of Public Safety. Parking permits are purchased for each registered vehicle and must be displayed on the left side of the rear bumper. The

operators of automobiles on the campus are subject to specific parking and traffic regulations. The College reserves the right to withdraw the privileges of operating an automobile on the campus for failure to abide by the regulations.

INCLEMENT WEATHER

The college president will make the decision as to whether or not classes will be held during periods of inclement weather. Announcements will be made on local radio and television stations.

FIRE DRILLS

Fire drills will be held periodically. The fire alarm consists of a pulsating, repeated sounding of an alarm. Personnel will exit at the outside door closest to where they are at the time the alarm is sounded and proceed in an orderly manner to a safe distance from the building. The all clear signal is a long sounding of the bell system.

Emergency exits are posted in all classrooms.

STUDENT RIGHTS AND RESPONSIBILITIES

Students are responsible for the proper completion of their academic program, for familiarity with all requirements of the curriculum from which they intend to graduate, for maintaining the grade average required and at all times knowing their academic standing, and for meeting all other degree requirements. Their advisors will counsel them, but the final responsibility remains that of the student.

Students are required to have knowledge of and observe all regulations pertaining to campus life and student behavior. They are responsible for maintaining communications with Pitt Community College by keeping on file with the Office of the Registrar at all times their current address and telephone number.

STUDENT INVOLVEMENT IN COLLEGE DECISION MAKING

The dean of students or assistant dean of students will meet at least on a quarterly basis during Fall, Winter, and Spring Quarters with a representative group of students to discuss issues which will directly affect students. Appropriate topics may result from campus meetings such as advisory committees, SGA, Board of Trustees, managers, and division or departmental meetings. The dean of students may convene a larger group of students as needed for planning or problem-solving purposes.

Student representation and participation are encouraged for departmental advisory committees, staff meetings, and other related forums.

At least annually, the president and executive vice president will meet with a representative group of student leaders to express concerns and exchange ideas.

DISCIPLINARY ACTION

Student Conduct

It is expected that at all times students will conduct themselves as responsible adults. Destruction of school property, cheating, stealing, gambling, use of profane language, engaging in personal combat, possession of dangerous weapons, or the possession and/or use of alcoholic beverages and/or the possession and/or use of any drug as defined under the North Carolina Controlled Substance Act, G.S. 90-94 in or on any part of the Pitt Community College campus will not be tolerated. Any violation of these regulations may result in expulsion from the College. In addition, for any infraction which is a violation of North Carolina law, the student may be turned over to the local authorities.

Dismissal

A student may be dismissed from a class or from the College for conduct or personal habits which are not in the best interests of the student or of the College.

Information on dismissal and reinstatement procedures may be obtained from the Office of the Dean of Students.

Due Process

Students who question the fairness of disciplinary action taken against them are entitled to due process by submitting a written notice of appeal. The appeal is heard by the Hearing Committee (Judicial Review Board), which is composed of two representatives of the Student Government Association and two faculty members appointed by the Executive Vice President of the College. The decision of the committee is final, subject only to the student's right to appeal to the President of the College or ultimately to the Board of Trustees. The provisions of due process will be applicable to all actions involving suspensions, extensions, probation, and dismissal. Additional information may be obtained from the dean of students.

STUDENT CONCERNS

Student concerns regarding Title IV HEA programs and other program guidelines can be directed to the dean of students or the executive secretary of the North Carolina Eligibility Review Committee, Suite 109, 130 Penmarc Drive, Raleigh, NC 27603-2434.

SUBSTANCE ABUSE AND COMMUNICABLE DISEASE POLICY

Pitt Community College recognizes its responsibility to provide

- * a wholesome environment of health education awareness for students, faculty, and staff,
- * a climate which discourages alcohol and substance abuse and the spread of

communicable diseases, and

- * the implementation of those measures which foster good school/community relations in the pursuit of maximized learning experiences for all its students.

Pitt Community College will conduct educational programs as needed to inform students, staff, and faculty about substance abuse and communicable diseases, including warning signs and preventive measures. The educational program may include, but not limited to, written publications, audio and video presentations, guest speakers, seminars, workshops, health fairs, and other similar publications and activities. The College will also appoint a task force, composed of representatives from all segments of the institution, to advise and assist in implementing policies, programs, and procedures in support of these endeavors.

Substance abuse assistance will focus on actions such as:

- * providing existing human resources for early intervention for individuals with a chemical problem,
- * offering educational drug abuse prevention programs,
- * referring persons needing assistance to existing community agencies, while preserving the dignity of the individual and the confidentiality of their student record, and
- * referring students exhibiting erratic and/or disruptive behavior to the dean of students where students will be subject to disciplinary action.

The possession and/or use of any drug as defined under the North Carolina Controlled Substance Act, G. S. 89-90 through G.S. 90-94 in or on any part of the Pitt Community College campus will not be tolerated. For any infraction which is a violation of Federal or N.C. Law student will be turned over to local authorities.

Policies regarding communicable diseases are as follows:

- * Persons infected with a communicable disease will not be excluded from enrollment or employment or restricted in their access to college services or facilities unless medically-based judgments in individual cases establish that exclusion or restriction is necessary to the health and safety of the individual or to the health and safety of other members of the College community.
- * Any student, college employee (either full-time or part-time) and any employee of contractors or contracted services who knows or has reasonable basis for believing that he or she is infected with a communicable disease has the responsibility of reporting this fact on a confidential basis, to the appropriate dean.
- * Persons who know or have reasonable basis for believing that they are infected with a communicable disease are expected to seek expert advice about their health circumstances and are obligated ethically and legally to conduct themselves responsibly in accordance with such knowledge for the protection of other members of the community.

- * The College will widely publicize and carefully observe the safety guidelines established by the U.S. Public Health Service and the Center for Disease Control for the handling of blood and other body fluids and secretions in all areas of the College where such fluids or secretions may be encountered.

CONTROLLED SMOKING POLICY

Pitt Community College has a "Friendly" Controlled Smoking Policy which allows smoking on campus in designated areas only. Smoking areas in each building are easily identified with "Smoking Area" signs.

CANVASSING, PEDDLING, AND SOLICITING POLICY

Canvassing, peddling, and soliciting are not allowed on the PCC campus. Door to door sales, distribution of handbills, and placement of materials on automobiles are not allowed on the PCC campus.

Student organizations must request permission from the dean of students to hold special sale campaigns, solicitation activities, or to post materials on the campus. Non-student organizations or individuals must request permission from the vice president of administrative services to conduct similar activities.

LEARNING RESOURCES CENTER

The Learning Resources Center (LRC) at Pitt Community College provides library, audiovisual, media production, and other teaching/ learning resources and services to support and enrich the educational programs of the College. These resources and services are available to students, faculty, and staff of Pitt Community College and to the adult citizens of Pitt County.

LRC resources and services include a wide variety of print and nonprint materials, technical equipment, support facilities, and specialized services. The print materials collection includes books, magazines and journals, newspapers, pamphlets, government publications, and other printed materials. Audiovisual materials in the LRC collection include films, filmstrips, laser discs, filmloops, transparencies, slides, audio and video tapes, records, and computer software. Microfilm copies of back issues of selected magazines, journals, and newspapers and certain historical records of the Pitt County area are also available for use in the LRC. Equipment needed for the utilization of LRC materials and for the production and/or duplication of certain instructional materials is provided by the LRC.

A staff of professional librarians and media specialists, technicians, specialized technical assistants, and library/LRC assistants provide instruction and assistance in the use of LRC materials, equipment, and services at all hours the LRC is open.

The LRC is open Monday through Thursday from 7:45 a.m. to 9:30 p.m., on Friday

from 7:45 a.m. to 5:00 p.m., and on Saturday from 8:00 a.m. to 1:00 p.m. (closed Sundays and holidays). Located in the Clifton W. Everett Building, the LRC is arranged and furnished to provide a pleasant atmosphere conducive to study and to leisure-time use of the variety of resources and services available.

COOPERATIVE EDUCATION (CO-OP)

The cooperative education program is designed to give students the opportunity to integrate their classroom study with practical experience in their major fields by working and attending school.

Eligibility

All students enrolled in programs offering CO-OP for academic credit who have completed one quarter or who are already employed in work-related jobs are eligible to enter the cooperative education program if they meet the following requirements:

1. Students must have a 2.0 GPA and/or approval of the department chairperson and director of cooperative education, and
2. Students must plan to graduate from Pitt Community College.

Application Procedure

Students interested in the cooperative education program should follow the procedure outlined below:

1. The student will obtain an application form from the Cooperative Education Office and make an appointment with the CO-OP Office to review the completed application.
2. The director or the coordinator will conduct an interview with the student with regard to career goals and possible CO-OP assignments.
3. If the student is accepted, the director of cooperative education and the department chairperson or advisor will be prime resources in locating and/or approving an appropriate CO-OP assignment.
4. The employer interviews and/or selects the student from a group of applicants.

Academic Credit

1. One (1) credit hour will be given for the satisfactory completion of each quarter's cooperative training assignment of ten hours per week. Grades given by the faculty advisor will be based on reports and evaluations submitted by the student and the employer. Reports of credit will be made to the Office of the Registrar by the director of cooperation education.
2. A student may receive a maximum of two credit hours during any one quarter. Each curriculum program specifies the maximum number of credit hours allowed toward degree or diploma requirements.

3. Credits earned with the approval of the department chairperson substitute for required or elective courses within the curriculum guidelines.
4. Students enrolled in a college transfer program can earn up to six (6) credit hours of add-on credit.

Students interested in cooperative education should visit the CO-OP Office or contact their faculty advisors. The CO-OP Office is open Monday through Friday from 8:00 a.m. to 5:00 p.m. and Monday evenings until 7:00 p.m. for the convenience of evening students.

CONTINUING EDUCATION

The Continuing Education Division at Pitt Community College serves adults from the community, business, and industry. Various programs are offered for individuals to meet particular needs and interests. Opportunities exist to upgrade occupational skills, to acquire new skills, to complete high school, and to pursue activities for personal enrichment. Classes are held on-campus and at various off-campus facilities such as public schools, community buildings, churches, civic centers, industrial plants, and fire stations. Courses are open to all adults 18 years of age or older. In some specific cases, specific requirements must be met. High school students 16 - 18 years of age may be permitted to enroll with approval from the appropriate public school official. A Continuing Education course is a short course that is complete within itself and is designed to meet specific needs.

MISSION

The Division of Continuing Education at Pitt Community College seeks to provide relevant and high quality instruction by continually responding to the expressed needs and interests of business, industry, and the community at large. In that pursuit, the Division is dedicated to serving all adults in their quest for improvement of employment skills, discovery of new and emerging technology, pursuit of basic skills, and commitment to lifelong learning.

The mission will be accomplished by a unified committed effort by all employees:

- * to become the leading providers of workplace skills training;
- * to use the best technology available to prepare the workforce for employment;
- * to partner with other organizations to encourage economic development;
- * to help adults access further educational pursuits by responding to their lifelong learning needs;
- * to respond to the need to improve basic skills thereby helping eradicate poverty and illiteracy;
- * to react timely and positively to internal and external customers.

SCHEDULE OF COURSES

A schedule of Continuing Education classes is published quarterly and distributed

throughout Greenville and surrounding areas. Classes are organized upon demonstration of sufficient interest and availability of the required facilities and instructors. Newspaper, radio, and television are utilized to announce course offerings. Classes may be scheduled for mornings, afternoons, evenings, or weekends according to the needs of the participants. The College reserves the right to change, add, or withdraw courses or program offerings from the schedule at any time. The Division encourages interested citizens to contact them concerning areas of interest.

COURSE CREDIT

Generally courses offered in the Continuing Education Division are non-credit. Credit will be given in the Adult High School Diploma Program. CEU's (Continuing Education Units) are awarded for certain training programs, courses, and seminars. Ten contact hours of class earn one CEU. Written acknowledgement of course completion or participation may be provided to individuals upon written request.

REGISTRATION AND ATTENDANCE

Registration for classes is normally completed at the first class meeting on a first-come basis. Potential students are encouraged to seek information about a particular course via telephone. A minimum number of participants may be required before a class can be offered or continued. Pitt Community College has the right to place students in appropriate levels of training as deemed necessary by the College.

FEES

The basic registration charge for a Continuing Education Division course is the occupational extension fee established by the North Carolina General Assembly. Deviation from the basic fee may be mandated by state statute for individuals and/or groups; by the source of funding and self-supported courses.

Specific fees may be charged for items required in a course in addition to normal supplies and materials provided by the college.

Insurance cost is a specific fee required of Continuing Education students in identified courses teaching shop, physical exercises, and clinical experiences. The exception to the requirement would be students identified by their employers with insurance or workman's compensation. Insurance participation is optional for other students. The structure is set annually by the insurance provider.

Continuing Education students wishing to participate in student activities may do so by paying an activity fee based upon the number of hours enrolled in a given quarter. Continuing Education students who meet on-campus for a large number of hours are encouraged to participate in all activities provided curriculum students by paying the fee.

Continuing Education students who take an occupational extension course more than twice within a five-year period shall pay a pro-rata share of the actual cost of the course. The fee will be the base registration fee or greater. The exception to the repetition fee is

when the course is required for certification, licensure, or recertification.

REFUND POLICY

The Office of Continuing Education may refund the registration fee for courses identified as "Occupational Extension" only. The registration fee may be refunded under the following circumstances:

- * A student who officially withdraws in person in the Office of Continuing Education prior to the first class meeting or if the class fails to "make" due to insufficient enrollment is eligible for a 100% refund.
- * A student who officially withdraws in person at the Office of Continuing Education or with class instructor prior to or on the official 20% point of the class is eligible for a 75% refund.
- * Requests for refunds will not be considered after the 20% point.

To determine eligibility for refund, the student may contact the Office of Continuing Education. The refund policy is set by the North Carolina State Board of Community Colleges and is subject to change without notice.

COURSE DESCRIPTIONS

Course descriptions are available upon request by calling or visiting the Continuing Education Division. Individuals who desire counseling or other special assistance may contact either the instructor or the Continuing Education Division.

BOOKS AND SUPPLIES

Many Continuing Education courses require textbooks and special supplies. When a text is required, students will be notified through course publicity and/or at the first class meeting. Students are generally responsible for purchasing their text and class supplies.

OCCUPATIONAL PROGRAMS

One of the major goals of Pitt Community College is to provide opportunities for the citizens to prepare for new occupational opportunities or to upgrade their knowledge and skills in their current employment. These opportunities are provided through single courses or a series of courses specifically designed for an occupation.

These courses are designed for the specific purposes of training an individual for employment, upgrading the skills of persons presently employed, and re-training others for new employment in occupational fields. They are offered to people in all technical or vocational occupations and vary in length according to the complexity of the skill and the need of the employee or employer. Most occupational courses are developed and taught

on request from a group or an employer. Courses are usually offered at a time and place convenient to the employee and/or employer.

General Occupational Courses

The following are examples of general occupational courses:

Aviation Ground School
Blue Print Reading
Commercial Driver's License
Computer Software Training
CPR

Effective Teacher Training
Estimating for Building Trades
First Aid
Industrial Safety
Nursing Assistant

Specialty Occupational Programs

Criminal Justice/Law Enforcement Training

Several short courses and seminars are conducted to upgrade and train law enforcement and correctional officers. Some courses are as follows: Introduction to Police Science, Courts and Law, Laws of Arrest, Search and Seizure, General Criminal Investigation, and Jailer Certification Training. The College also offers two-year associate degrees in criminal justice and a certificate in the Basic Law Enforcement Training Program (BLET).

Emergency Services Training

The Emergency Services Program is designed to provide various levels of Emergency Medical Services training. The courses are designed to prepare students for various levels of state certification that may be required to be an emergency care provider.

Fire Rescue Training

Fire Rescue Training Program is designed to provide fire and rescue personnel the opportunity to gain technical information and skill in modern fire fighting through a variety of learning experiences. Usually these courses are conducted in the local fire departments for the volunteer firemen, who train as an organized group utilizing equipment and methods they would ordinarily use in preventing and suppressing fire.

Some of the subject areas for volunteer firemen are as follows: arson detection, compressed gas emergencies, fire apparatus practices, hazardous materials, introduction to fire fighting, ladder practices, hose practices, protective breathing equipment, and fire fighting procedures. Courses such as Home Safety, Fire Prevention, and Industrial Fire Brigade Training are available to the public and industry as well as fire service personnel.

Hospitality Training

This program is provided to train food service personnel in the basics of the food service industry. An example is Food Service Technician I. This program utilizes the training materials and certification of the Educational Foundation of the National Restau-

rant Association which covers “front of the house: and “back of the house” operations.

Special emphasis is placed on sanitation, safety, security, customer service, equipment, procedures, beverage control, communications, teaming, etc.

Other areas of hospitality training such as manager, front desk, supervision, computer, etc., can be provided as needed.

Licensure/Certification

The Licensure/Certification Program is designed to provide training that a significant number of occupations in North Carolina require as a prerequisite to employment or as a continuing requirement to maintain currency in an occupational area.

The Continuing Education Division offers specific training prescribed by the licensure or certification agency. The cooperating agency or professional group issues the initial certification or recurring documentation. Recently developed certification courses include Tanning Bed Certification and CFC (Chloroflouro carbon).

Management Development Training

Management Development Training courses are designed for potential and active supervisors who want to prepare for more effective leadership and advancement. Courses are offered both on and off campus. The courses are flexible in terms of content and meeting times. Every effort is made to fit course content to particular individual, industrial, or business needs.

Professional In-Service Programs

Teacher Certificate Renewal: Local superintendents responsible for providing in-service training for teachers coordinate with the Continuing Education Division to develop special courses designed to meet the needs of the local school unit. The Division assists in the development and presentation of approved courses by providing the needed personnel, facilities, and services in coordination with the local school unit.

Other Professional In-Service: Various institutions and agencies require employee upgrading through the offering of in-service classes. The Division of Continuing Education coordinates with each agency to develop the in-service program most appropriate to its needs.

Quality Training

Continuing Education is dedicated to providing quality training to support the customer oriented/continuous improvement/employee empowerment concepts practiced in industries and businesses throughout the area. Instructors are available to deliver a complete quality training program or individual courses. The range includes introductory courses as well as specific detailed practical approaches to communication, decision-making, teaming, and data collection skills. The division is licensed to offer several nationally recognized quality programs including Zenger-Miller, Total Quality Transfor-

mation, and ISO-9000 Training. An organization interested in beginning a quality program or improving their current practice should consult with a Continuing Education Director to plan an appropriate program.

Safety Training (OSHA)

The Division works closely with the North Carolina Department of Labor to provide required OSHA/safety training. The training may be tailored to a specific organizational need and offered at the requestor's site. Smaller organizations may choose to send employees to Safety Institutes held periodically on the main campus.

BUSINESS AND INDUSTRY SERVICES

The primary purpose of the Business and Industry Services group is to administer several special-funded programs which directly address the training needs of business and industry.

Apprenticeship
Focused Industrial Training
New and Expanding Industry
Small Business Center

All of these programs and services are directly related to new and sustained economic growth. Contact with state, regional, and local agencies associated with economic development is an important responsibility of the Continuing Education Division.

Classes may be arranged to meet specific needs such as training people for new industries locating in the area, training new people for certain industry expansion programs, and training existing skilled or semi-skilled workers in new product manufacture or for new technology. These classes may be held at the industrial site, on-campus, or at some other convenient location. Courses are designed specifically for and may be scheduled at times convenient for the interested groups or industries.

Apprenticeship

The Apprenticeship Program is recognized as one of the leading methods of acquiring skills and knowledge necessary to become a craftsperson. Labor, business, industry, and PCC work together to provide programs consisting of on-the-job experience and related instruction. The Continuing Education Division provides the related instruction and industry provides the on-the-job experience. The apprentice may attend evening or daytime classes or study through individualized instruction programs. Anyone interested in an apprenticeship program should consult his or her employer or the Continuing Education Division.

Focused Industrial Training

The FIT Program is designed to respond to the training needs of employers and employees in existing industries. Often training programs are developed in response to new technologies or demands in the workplace and may cover such topics as industrial mechanics, industrial electronics, and technology and industrial supervision. This training is of particular importance to industries that need specific training for a small group of employees. The FIT Director should be contacted to provide customer service.

New and Expanding Industries Program

The Continuing Education Division works closely with the Business and Industry Services section within the N.C. Department of Community Colleges to provide training services to prospective employees of a new or expanding industry.

The FIT Director works closely with the employer to design a customized training program. The nature of the job to be trained for and the level of skill needed by the potential workers determine the content and duration of the training program. Eligibility for this specially funded program is obtained when a company creates 12 or more new jobs.

Small Business Center

The Small Business Center at Pitt Community College is designed to respond to the training needs of the area's small business owners, managers, personnel, and others in business as well as those who plan to start a small business. Training sessions are offered in the form of workshops, seminars, and short-term courses. Topics such as management, marketing, advertising, accounting, salesmanship, and computer skills are covered in the training sessions.

The following are examples of Small Business Center courses:

| | |
|----------------------------|--------------------|
| Small Business Basics | Customer Relations |
| Small Business Planning | Marketing |
| Small Business Bookkeeping | Financial Planning |
| Small Business Supervision | Computers |

The Small Business Center serves as a resource center to provide publications and video viewing to help with small business problems. Management aids provided by the Small Business Administration (SBA) are available as well as the SBA Starting-Out series for people planning a new business. The Small Business Center provides consulting by appointment. Service details may be provided to potential customers who contact the Director of the Small Business Center.

COMMUNITY SERVICES/GENERAL ADULT EDUCATION

The Community Service/General Adult Education Programs are designed to provide courses, seminars, and activities that contribute to the community's overall cultural, civic, and intellectual growth and to assist adults in the development of new skills or in upgrading of existing ones in their avocational, academic, and practical skills areas.

The Community Service Program provides non-credit courses which enable adults to develop knowledge and skills in areas of general interest. The Division will modify courses and activities to meet specific needs and interests of its adult participants. The following are some examples of general interest courses:

| | |
|-----------------------------------|-----------------------------|
| Art: Painting, Drawing, Sketching | Pottery |
| Arts and Crafts | Prenatal Education (Lamaze) |

Baking and Decorations
Calligraphy
Conversational French, German, Spanish
Creative Writing
Fiber Arts
Handyperson Repair
Investments and Securities

Rug Hooking
Seasonal Decorations
Sewing
Sign Language
Spinning and Natural Dyes
Weaving

BASIC SKILLS EDUCATION

The Continuing Education Division offers remedial opportunities to hundreds of Pitt County citizens every year who for one reason or another lack the basic skills that would enable them to compete in today's economy. The Adult Basic Education Program (ABE) provides education up to eighth grade level. The Adult High School Diploma program and the General Educational Development programs are available to students who do not have a high school education. English as a Second Language provides instruction to meet the varied needs of immigrants and refugees. Compensatory Education is a program whose focus is on the skills needed by mentally handicapped adults to function as independently as possible. More detailed information follows on each program.

Adult Basic Education

Adult Basic Education is designed to improve the reading and math skills of persons who seek self-improvement through organized classes. The goal of the program is to help the student function more effectively in day-to-day life. Computer-based instruction is available as an added incentive for students working towards their goals. Classes may be established throughout the Pitt County area and may be co-sponsored with churches, schools, business/industry or community organizations. Renewed emphasis has recently been placed on Workplace Literacy, Family Literacy, Homeless Literacy, and Migrant Literacy/Citizenship. There are no charges for the classes or materials.

Adult High School Diploma Program

The Adult High School Diploma Program provides instruction designed to qualify a student for a Pitt County Schools diploma. Students wishing to enter the Adult High School Diploma Program may contact the Learning Center. An individual program of study will be developed for the student. Students who successfully complete all required courses and pass the N.C. High School Competency Tests will receive the diploma.

General Educational Development (GED) Classes

Adult High School classes are designed to prepare adults to take the General Educational Development (GED) tests. Adults may enroll in morning, afternoon, or evening classes at specified locations in Greenville and Pitt County areas. Program content covers reading and writing skills, mathematics, social studies, and science. There are no charges for the classes.

High School Diploma Equivalency/GED

Adult residents of North Carolina who have not completed high school may earn a High School Diploma Equivalency by passing a battery of five tests. These tests are the General Educational Development (GED) tests.

A High School Diploma Equivalency Certificate is recognized by employers and educational institutions and is issued by the North Carolina Department of Community Colleges. Pitt Community College is the only official GED Testing Center in Pitt County.

Persons interested in further information or in taking the GED tests should contact the Learning Center. The center administers the tests by appointment. There is a fee for taking the GED tests.

English as a Second Language

English as a Second Language classes are available for migrants and other foreign-born adults wishing to improve their English communication skills.

Learning Center

Adult Basic Education classes (reading, writing, and math improvement), GED preparation classes, Adult High School Diploma Program, and general education courses are offered in the Learning Center located in the Everett Building on the Pitt Community College campus. Students may use books, computers, or other teaching resources. Courses are available during the day and evening. Hours of the Center are 8:00 a.m. to 9:30 p.m. Monday - Thursday and 8:00 a.m. - 5:00 p.m. Friday.

Compensatory Education

Compensatory Education is designed to enable adults with mental retardation to:

- * Become more independent and self-directed;
- * Become more familiar with basic occupational skills;
- * Acquire skills to meet and manage community, social, career, and personal adult responsibilities.

Compensatory Education classes are available on the Pitt Community College campus, at the Pitt County Adult Developmental Activity Program, and at various locations in Pitt County. There is no charge for materials or instruction.

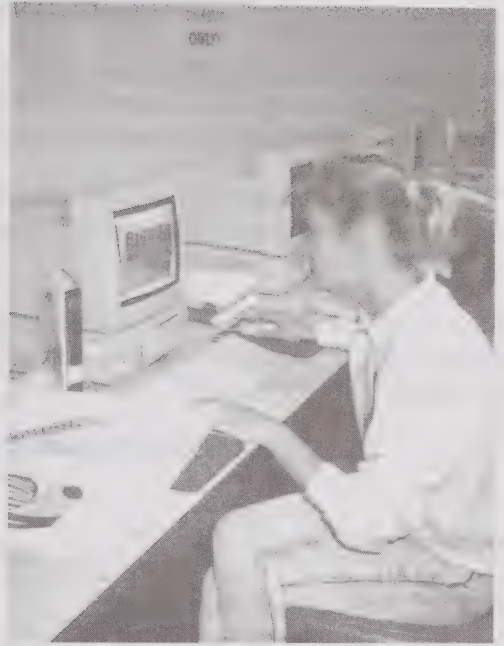
WORKSHOPS, SEMINARS, AND CONFERENCES

Workshops, seminars, and conferences are planned and offered by Pitt Community College on a variety of topics in cooperation with civic groups, non-profit organizations, or by special requests from the citizens of Pitt County.

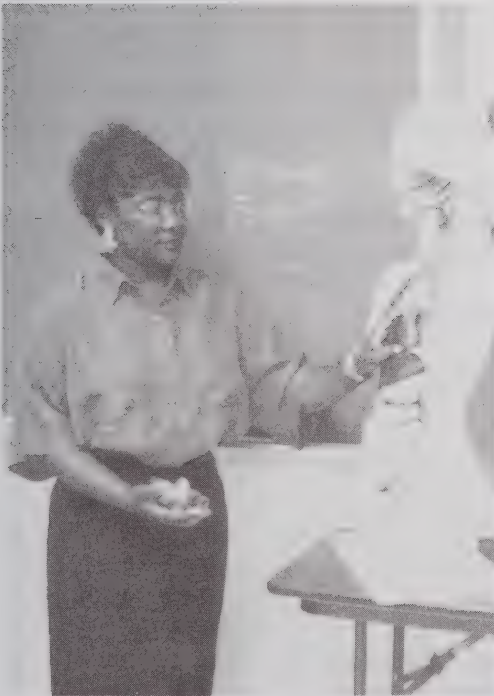
The workshops and seminars may carry CEU credit if arrangements have been made in advance with Pitt Community College and if participants meet necessary requirements for receiving credit.

SELF-SUPPORTING COURSES

Self-supporting courses are courses which the college may provide at the request of the community but for which the college receives no state budget. Financing of these courses by the college shall be on a self-supporting basis. Recreation programs are an example of self-supporting courses.



CURRICULUM PROGRAMS



ACCOUNTING (T-016)

The purpose of the Accounting curriculum is to prepare the individual to enter the accounting profession through study of accounting principles, theories, and practices with related study in law, finance, management, and data processing operations.

The curriculum is designed to prepare the individual for entry-level accounting positions, such as junior accountant, bookkeeper, accounting clerk, cost clerk, payroll clerk, and related data processing occupations.

With experience and additional education, the individual will be able to advance to positions such as systems accountant, cost accountant, budget accountant, and property accountant.

COURSE AND HOUR REQUIREMENTS

| MAJOR COURSES | | CLIN/ CREDIT | | |
|---------------|-------------------------------------|--------------|-----|------------|
| | | CLASS | LAB | SHOP HOURS |
| ACC 151 | Principles of Accounting | 3 | 2 | 0 4 |
| ACC 152 | Principles of Accounting | 3 | 2 | 0 4 |
| ACC 153 | Principles of Accounting | 3 | 2 | 0 4 |
| ACC 222 | Intermediate Accounting | 5 | 2 | 0 6 |
| ACC 223 | Intermediate Accounting | 5 | 2 | 0 6 |
| ACC 225 | Cost Accounting | 3 | 2 | 0 4 |
| ACC 226 | Payroll Accounting | 2 | 2 | 0 3 |
| ACC 229 | Taxes | 3 | 2 | 0 4 |
| ACC 232 | Auditing I | 3 | 0 | 0 3 |
| ACC 233 | Auditing II | 3 | 0 | 0 3 |
| ACC 270 | Computer Applications of Accounting | 2 | 2 | 0 3 |
| BUS 123 | Business Finance | 3 | 0 | 0 3 |
| BUS 166 | Business Law I | 3 | 0 | 0 3 |
| BUS 167 | Business Law II | 3 | 0 | 0 3 |
| BUS 231 | Computerized Inventory Procedures | 2 | 2 | 0 3 |
| CAS 241 | Database Management | 2 | 0 | 3 3 |
| TOTALS | | 48 | 20 | 3 59 |

RELATED COURSES

| | | | | |
|---------|--|---|---|-----|
| BUS 109 | Business Mathematics | 5 | 0 | 0 5 |
| BUS 165 | Introduction to Business | 5 | 0 | 0 5 |
| BUS 206 | Business Communications | 3 | 0 | 0 3 |
| BUS 235 | Business Management | 3 | 0 | 0 3 |
| CAS 100 | Introduction to Microcomputer Applications | 2 | 0 | 3 3 |
| CAS 240 | Spreadsheet Applications/Lotus | 2 | 0 | 3 3 |
| CAS 243 | Advanced Spreadsheet Applications | 2 | 0 | 3 3 |
| CSC 112 | BASIC I | 2 | 2 | 0 3 |

| | | | | | |
|---------------|--------------|-----------|----------|----------|-----------|
| ECO 151 | Economics I | 3 | 0 | 0 | 3 |
| ECO 152 | Economics II | 3 | 0 | 0 | 3 |
| TOTALS | | <u>30</u> | <u>2</u> | <u>9</u> | <u>34</u> |

GENERAL EDUCATION COURSES

| | | | | | |
|---------------|--------------------------|-----------|----------|----------|-----------|
| ENG 101 | Grammar & Composition I | 3 | 0 | 0 | 3 |
| ENG 102 | Grammar & Composition II | 3 | 0 | 0 | 3 |
| ENG 103 | Report Writing | 3 | 0 | 0 | 3 |
| MAT 101 | Algebra I | 5 | 0 | 0 | 5 |
| ORI 100 | New Student Seminar | 1 | 0 | 0 | 1 |
| SPH 160 | Public Speaking | 3 | 0 | 0 | 3 |
| * | Social Science Elective | 3 | 0 | 0 | 3 |
| TOTALS | | <u>21</u> | <u>0</u> | <u>0</u> | <u>21</u> |

| | | | | |
|-----------|---|---|---|---|
| Electives | 3 | 0 | 0 | 3 |
|-----------|---|---|---|---|

| | | | | |
|---|---|---|----|---|
| COE 101B Cooperative Education or Free Elective | 0 | 0 | 20 | 2 |
|---|---|---|----|---|

| | | | | |
|-------------------------------------|-------------------|------------------|------------------|-------------------|
| TOTAL CREDITS FOR AAS DEGREE | <u><u>102</u></u> | <u><u>22</u></u> | <u><u>32</u></u> | <u><u>119</u></u> |
|-------------------------------------|-------------------|------------------|------------------|-------------------|

*Recommended Social Science Electives:

ANT 160, 161; GEO 151; HIS 151, 152, 160, 161; POL 102, 103, 251; PSY 102, 104, 106, 155; SOC 102, 103, 151, 160, 270

Students enrolled full-time and making satisfactory progress should complete this program in seven quarters. Additional time may be needed to achieve minimum requirements in English, Math, or Science.

ADMINISTRATIVE OFFICE TECHNOLOGY (T-030)

This curriculum prepares individuals to perform secretarial and administrative support duties in a variety of offices, including those offices with computerized, automated functions.

Students in this curriculum study keyboarding and word/information processing to develop skills in the preparation of business correspondence, reports, statistical copy, manuscripts and business forms. Administrative support courses emphasize typical office tasks such as scheduling appointments, composing correspondence and performing reprographic duties. Training is also provided in analyzing and coordinating office duties and systems. Skills and knowledge are taught in the areas of electronic document storage and retrieval and computer software utilization.

Graduates of the program may be employed in offices in private business establishments involved in retailing, marketing, advertising, and manufacturing as well as offices in local, state, and federal government.

COURSE AND HOUR REQUIREMENTS

| MAJOR COURSES | | CLASS | LAB | CLIN/ SHOP | CREDIT HOURS |
|---------------|--|-------|-----|---------------|-----------------|
| CAS 100 | Introduction to Microcomputer Applications | 2 | 0 | 3 | 3 |
| CAS 240 | Spreadsheet Applications/Lotus | 2 | 0 | 3 | 3 |
| CAS 241 | Database Management | 2 | 0 | 3 | 3 |
| CAS 242 | Desktop Publishing | 2 | 2 | 0 | 3 |
| COE 202 | Field Experience: Administrative Office | 1 | 0 | 20 | 3 |
| OSC 101 | Principles of Business English | 5 | 0 | 0 | 5 |
| OSC 102 | Beginning Keyboarding | 2 | 0 | 3 | 3 |
| OSC 103 | Intermediate Keyboarding | 2 | 0 | 3 | 3 |
| OSC 110 | Word Processing/WordPerfect | 2 | 0 | 3 | 3 |
| OSC 112 | Records Management | 3 | 0 | 0 | 3 |
| OSC 201 | Introduction to Transcription | 3 | 0 | 0 | 3 |
| OSC 210 | Advanced Word Processing/WordPerfect | 2 | 0 | 3 | 3 |
| OSC 211 | Machine Transcription I | 5 | 0 | 0 | 5 |
| OSC 212 | Machine Transcription II | 5 | 0 | 0 | 5 |
| OSC 213 | Machine Transcription III | 5 | 0 | 0 | 5 |
| OSC 216 | Office Procedures | 5 | 0 | 0 | 5 |
| OSC 226 | Procedures for the Automated Office | 3 | 2 | 0 | 4 |
| TOTALS | | 51 | 4 | 41 | 62 |

RELATED COURSES

| | | | | | |
|---------|--------------------------|---|---|---|---|
| ACC 151 | Principles of Accounting | 3 | 2 | 0 | 4 |
| BUS 109 | Business Mathematics | 5 | 0 | 0 | 5 |
| BUS 134 | Professional Development | 3 | 0 | 0 | 3 |

| | | | | | |
|---------------|------------------------------|-----------|----------|----------|-----------|
| BUS 166 | Business Law I | 3 | 0 | 0 | 3 |
| BUS 206 | Business Communications | 3 | 0 | 0 | 3 |
| BUS 230 | Office Management | 3 | 0 | 0 | 3 |
| MAT 100 | Fundamentals of Mathematics | 5 | 0 | 0 | 5 |
| OSC 100 | Grammar for Modern Business | 3 | 0 | 0 | 3 |
| SOC 100 | Job Search & Career Planning | 3 | 0 | 0 | 3 |
| * | Related Electives | 3 | 0 | 0 | 3 |
| TOTALS | | 34 | 2 | 0 | 35 |

GENERAL EDUCATION

| | | | | | |
|-------------------------------------|--|------------|----------|-----------|------------|
| ECO 108 | Consumer Economics | 3 | 0 | 0 | 3 |
| ENG 101 | Grammar & Composition I | 3 | 0 | 0 | 3 |
| ENG 102 | Grammar & Composition II | 3 | 0 | 0 | 3 |
| ORI 100 | New Student Seminar | 1 | 0 | 0 | 1 |
| SPH 260 | Business and Professional Communications | 5 | 0 | 0 | 5 |
| * | Social Science Elective | 5 | 0 | 0 | 5 |
| TOTALS | | 20 | 0 | 0 | 20 |
| # | Electives | 3 | 0 | 0 | 3 |
| TOTAL CREDITS FOR AAS DEGREE | | 108 | 6 | 41 | 120 |

*Recommended Electives:

Related Electives:

BUS 117, 167, 231, 235, 272, 290A-290C; CAS 243, 244; MKT 232; OSC 111, 207, 222

Social Science Electives:

GEO 151; HEA 151; HIS 151, 152, 160, 161, 170; POL 102, 103, 151, 251; PSY 102, 104, 106, 155; SOC 102, 103, 151, 160, 270

#Cooperative Education Work Experience: Up to 3 credit hours may be taken in lieu of required electives.

Students enrolled full-time and making satisfactory progress should complete this program in seven quarters. Additional time may be needed to achieve minimum requirements in English, Math or Science.

CERTIFICATE IN ADMINISTRATIVE OFFICE TECHNOLOGY

| | | | | | |
|---------|--|---|---|---|---|
| CAS 100 | Introduction to Microcomputer Applications | 2 | 0 | 3 | 3 |
| CAS 242 | Desktop Publishing | 2 | 2 | 0 | 3 |
| OSC 101 | Principles of Business English | 5 | 0 | 0 | 5 |
| OSC 102 | Beginning Keyboarding | 2 | 0 | 3 | 3 |
| OSC 103 | Intermediate Keyboarding | 2 | 0 | 3 | 3 |
| OSC 110 | Word Processing/WordPerfect | 2 | 0 | 3 | 3 |

| | | | | | |
|---------------|--------------------------------------|-----------|----------|-----------|-----------|
| OSC 112 | Records Management | 3 | 0 | 0 | 3 |
| OSC 201 | Introduction to Transcription | 3 | 0 | 0 | 3 |
| OSC 210 | Advanced Word Processing/WordPerfect | 2 | 0 | 3 | 3 |
| OSC 211 | Machine Transcription I | 5 | 0 | 0 | 5 |
| OSC 216 | Office Procedures | 5 | 0 | 0 | 5 |
| TOTALS | | 33 | 2 | 15 | 39 |

RELATED COURSES

| | | | | | |
|---------------|-----------------------------|-----------|----------|----------|-----------|
| BUS 109 | Business Mathematics | 5 | 0 | 0 | 5 |
| BUS 134 | Professional Development | 3 | 0 | 0 | 3 |
| BUS 166 | Business Law I | 3 | 0 | 0 | 3 |
| BUS 206 | Business Communications | 3 | 0 | 0 | 3 |
| OSC 100 | Grammar for Modern Business | 3 | 0 | 0 | 3 |
| TOTALS | | 17 | 0 | 0 | 17 |

GENERAL EDUCATION COURSES

| | | | | | |
|--------------------------------------|---------------------|-----------|----------|-----------|-----------|
| ORI 100 | New Student Seminar | 1 | 0 | 0 | 1 |
| TOTAL CREDITS FOR CERTIFICATE | | 51 | 2 | 15 | 57 |



AIR CONDITIONING, HEATING AND REFRIGERATION TECHNOLOGY (T-036)

The Air Conditioning, Heating and Refrigeration Technology curriculum develops an understanding of the principles involved in designing, planning, installing, operating, troubleshooting and organizing maintenance of climate control equipment and systems. Graduates of the Air Conditioning, Heating, and Refrigeration Technology curriculum should be able to assist in planning installations, designing systems and organizing maintenance and work scheduling. In addition, they should be able to assist in installing, servicing and operating environmental control systems in residential and commercial establishments. Job opportunities exist with companies that specialize in residential, commercial and industrial air conditioning, heating and refrigeration systems, design, installation and service. The graduate should be able to assist in designing mechanical equipment, ductwork and electrical controls required in residential and commercial projects. With experience, the graduate should be able to design various air conditioning, heating and refrigeration systems and function efficiently in working with systems designers; engineers; mechanics; sales engineers and others in the field. The technician may be employed in areas of systems design, engineering assistance, estimating, sales, maintenance scheduling, installation and service management in the growing field of air conditioning, heating and cooling.

COURSE AND HOUR REQUIREMENTS

| MAJOR COURSES | | CLIN/ | | | CREDIT HOURS |
|---------------|-----------------------------------|-----------|----------|-----------|-----------------|
| | | CLASS | LAB | SHOP | |
| AHR 103 | Applied Electricity for HVAC | 2 | 0 | 3 | 3 |
| AHR 104 | Applied Electronics for HVAC | 2 | 0 | 3 | 3 |
| AHR 115 | Fundamentals of Heating | 2 | 2 | 0 | 3 |
| AHR 116 | Servicing Heating Equipment | 3 | 0 | 9 | 6 |
| AHR 117 | Air Conditioning Servicing | 3 | 0 | 12 | 7 |
| AHR 121 | Principles of Refrigeration | 3 | 0 | 9 | 6 |
| AHR 123 | Fundamentals of Air Conditioning | 5 | 0 | 0 | 5 |
| AHR 130 | All Weather Systems: Conventional | 2 | 0 | 6 | 4 |
| AHR 131 | All Weather Systems: Heat Pumps | 2 | 0 | 6 | 4 |
| AHR 150 | Applied Wiring Diagrams | 1 | 0 | 3 | 2 |
| TOTALS | | 25 | 2 | 51 | 43 |

RELATED COURSES

| | | | | | |
|---------------|---|-----------|----------|----------|-----------|
| BPR 101 | Blueprint Reading for Construction Trades | 3 | 0 | 0 | 3 |
| CAS 101 | Personal Computer Familiarization | 2 | 2 | 0 | 3 |
| ELN 107 | Electronics | 2 | 4 | 0 | 4 |
| MAT 100 | Fundamentals of Mathematics | 5 | 0 | 0 | 5 |
| PHY 111 | Applied Science | 3 | 2 | 0 | 4 |
| WLD 120 | Oxyacetylene Welding | 2 | 0 | 3 | 3 |
| TOTALS | | 17 | 8 | 3 | 22 |

GENERAL EDUCATION COURSES

| | | | | | |
|---------------|-------------------------|----------|----------|----------|----------|
| ENG 101 | Grammar & Composition I | 3 | 0 | 0 | 3 |
| ORI 100 | New Student Seminar | 1 | 0 | 0 | 1 |
| PSY 104 | Human Relations | 3 | 0 | 0 | 3 |
| TOTALS | | <u>7</u> | <u>0</u> | <u>0</u> | <u>7</u> |

| | | | | |
|----------------------------------|-----------|-----------|-----------|-----------|
| TOTAL CREDITS FOR DIPLOMA | <u>49</u> | <u>10</u> | <u>54</u> | <u>72</u> |
|----------------------------------|-----------|-----------|-----------|-----------|

ADDITIONAL CREDITS FOR AAS DEGREE

| | | | | | |
|---------------|--|-----------|-----------|----------|-----------|
| AHR 232 | Advanced Heat Pumps | 2 | 0 | 3 | 3 |
| AHR 235 | Hydronic Heating Systems | 2 | 0 | 3 | 3 |
| AHR 236 | Mechanical & Gas Codes | 3 | 0 | 0 | 3 |
| AHR 240 | Residential Heating & Cooling Systems Design | 3 | 6 | 0 | 6 |
| AHR 241 | Commercial Heating & Cooling Systems Design | 4 | 6 | 0 | 7 |
| AHR 242 | Analysis of Heating System Problems | 2 | 4 | 0 | 4 |
| AHR 243 | Analysis of Cooling System Problems | 2 | 4 | 0 | 4 |
| AHR 244 | HVAC Customer Service Skills | 1 | 2 | 0 | 2 |
| TOTALS | | <u>19</u> | <u>22</u> | <u>6</u> | <u>32</u> |

RELATED COURSES

| | | | | | |
|---------------|-----------|----------|----------|----------|----------|
| MAT 101 | Algebra I | 5 | 0 | 0 | 5 |
| TOTALS | | <u>5</u> | <u>0</u> | <u>0</u> | <u>5</u> |

GENERAL EDUCATION COURSES

| | | | | | |
|---------------|----------------------------|-----------|----------|----------|-----------|
| ENG 102 | Grammar & Composition II | 3 | 0 | 0 | 3 |
| ENG 103 | Report Writing | 3 | 0 | 0 | 3 |
| ENG 204 | Oral Communications | 3 | 0 | 0 | 3 |
| * | General Education Elective | 3 | 0 | 0 | 3 |
| TOTALS | | <u>12</u> | <u>0</u> | <u>0</u> | <u>12</u> |
| Electives | | 3 | 0 | 0 | 3 |

| | | | | |
|-------------------------------------|-----------|-----------|-----------|------------|
| TOTAL CREDITS FOR AAS DEGREE | <u>88</u> | <u>32</u> | <u>60</u> | <u>124</u> |
|-------------------------------------|-----------|-----------|-----------|------------|

*Recommended General Education Electives:

ENG 251, 252, 261, 262; PHI 151; PSY 102, 155; REL 151, 160, 161; SOC 100, 102, 151; SPA 151

Students enrolled full-time and making satisfactory progress should complete this program in seven quarters. Additional time may be needed to achieve minimum requirements in English, Math or Science.



ARCHITECTURAL TECHNOLOGY (T-041)

The Architectural Technology curriculum provides individuals with knowledge and skills that will lead to employment and advancement in the field of architectural technology. Technical courses are included which will enable the graduate to advance into related areas of work as job experience is obtained or to continue toward an advanced degree in an associated field of technology.

Architectural technicians translate the architect's design sketches into complete and accurate plans and drawings for construction purposes. The technician will be involved in work requiring a knowledge of drafting, construction materials, mechanical and structural systems, estimating, building codes, and specifications.

Initial employment opportunities exist with architectural and engineering firms, private utilities, contractors, and municipal governments.

COURSE AND HOUR REQUIREMENTS

| MAJOR COURSES | | CLIN/ CREDIT | | |
|---------------|---|--------------|--------------|-----------|
| | | CLASS | LAB SHOP | HOURS |
| +ARC 106 | Architectural Drafting | 2 | 0 6 | 4 |
| ARC 107 | Architectural Drafting | 0 | 0 9 | 3 |
| ARC 108 | Architectural Drafting | 2 | 0 6 | 4 |
| ARC 109 | Architectural Mechanical Equipment | 3 | 0 3 | 4 |
| ARC 201 | Architectural Design | 3 | 0 9 | 6 |
| ARC 202 | Environmental Design | 2 | 2 0 | 3 |
| ARC 203 | Architectural CAD I | 1 | 2 0 | 2 |
| ARC 204 | Architectural CAD II | 1 | 2 0 | 2 |
| ARC 205 | Architectural CAD III | 1 | 2 0 | 2 |
| ARC 210 | Architectural Drafting | 2 | 0 6 | 4 |
| ARC 211 | Architectural Drafting | 2 | 0 6 | 4 |
| ARC 212 | Architectural Drafting | 2 | 0 6 | 4 |
| CAR 236 | Construction Estimating & Field Inspecting | 3 | 0 3 | 4 |
| CIV 105 | Materials & Methods | 3 | 0 3 | 4 |
| CIV 114 | Statics | 5 | 0 0 | 5 |
| CIV 216 | Strength of Materials | 3 | 2 0 | 4 |
| CIV 235 | Codes, Specifications, & Contract Documents | 3 | 0 3 | 4 |
| DFT 220 | Structural Drafting | 3 | 0 3 | 4 |
| SRV 201 | Site Design & Surveying | 2 | 0 6 | 4 |
| TOTALS | | 43 | 10 69 | 71 |

RELATED COURSES

| | | | | |
|---------|--------------|---|-----|---|
| MAT 101 | Algebra I | 5 | 0 0 | 5 |
| MAT 102 | Trigonometry | 5 | 0 0 | 5 |
| MAT 103 | Algebra II | 4 | 0 0 | 4 |

| | | | | | |
|---------------|---------|-----------|----------|----------|-----------|
| PHY 101 | Physics | 4 | 2 | 0 | 5 |
| PHY 102 | Physics | 4 | 2 | 0 | 5 |
| TOTALS | | <u>22</u> | <u>4</u> | <u>0</u> | <u>24</u> |

GENERAL EDUCATION COURSES

| | | | | | |
|---------------|--------------------------|-----------|----------|----------|-----------|
| ENG 101 | Grammar & Composition I | 3 | 0 | 0 | 3 |
| ENG 102 | Grammar & Composition II | 3 | 0 | 0 | 3 |
| ENG 103 | Report Writing | 3 | 0 | 0 | 3 |
| ENG 204 | Oral Communications | 3 | 0 | 0 | 3 |
| ORI 100 | New Student Seminar | 1 | 0 | 0 | 1 |
| PSY 102 | General Psychology | 3 | 0 | 0 | 3 |
| * | Social Science Elective | 3 | 0 | 0 | 3 |
| TOTALS | | <u>19</u> | <u>0</u> | <u>0</u> | <u>19</u> |

| | | | | | |
|-------------------------------------|-----------|-----------|-----------|-----------|------------|
| # | Electives | 7 | 0 | 0 | 7 |
| TOTAL CREDITS FOR AAS DEGREE | | <u>91</u> | <u>14</u> | <u>69</u> | <u>121</u> |

+ARC 104 and 105 are equivalent to and may be substituted for ARC 106.

+DFT 112, 113, and 114 are equivalent to and may be substituted for ARC 106.

*Recommended Social Science Electives:

GEO 151; HIS 151, 152, 160, 161, 170; PSY 104, 106, 155; SOC 100, 102, 103, 151, 160

#Cooperative Work Experience: Up to 7 credit hours may be taken in lieu of required electives.

Students enrolled full-time and making satisfactory progress should complete this program in seven quarters. Additional time may be needed to achieve minimum requirements in English, Math or Science.

AUTOMOTIVE TECHNOLOGY (T-176)

Automotive Technology is designed to meet the need for preparing highly trained technicians to service and repair automobiles and light trucks equipped with highly technical electrical, electronics, and emission control systems. Emphasis is placed on the operation and servicing of the power train components, electrical systems, fuel systems, chassis and suspension and emission controls of gasoline and diesel engine vehicles. Upon completion of this curriculum, the person should have the theoretical knowledge and background to understand the systems of the newer model automobiles and should be prepared to work as a technician servicing automobiles and light duty trucks.

COURSE AND HOUR REQUIREMENTS

| MAJOR COURSES | | CLASS | LAB | CLIN/ SHOP | CREDIT HOURS |
|---------------|--------------------------------------|-----------|----------|---------------|-----------------|
| AUT 100 | Preventive Maintenance | 0 | 0 | 3 | 1 |
| AUT 102 | Internal Combustion Engines | 3 | 0 | 9 | 6 |
| AUT 103 | Electrical Systems I | 5 | 0 | 12 | 9 |
| AUT 104 | Electrical Systems II | 2 | 0 | 3 | 3 |
| AUT 105 | Chassis & Suspension | 3 | 0 | 6 | 5 |
| AUT 106 | Manual Transmissions & Axles | 3 | 0 | 6 | 5 |
| AUT 107 | Automatic Transmissions & Transaxles | 3 | 0 | 6 | 5 |
| AUT 108 | Basic Fuel Systems | 2 | 0 | 6 | 4 |
| AUT 110 | Automotive Heating/Air Conditioning | 3 | 0 | 6 | 5 |
| AUT 203 | Automotive Electronics | 3 | 4 | 0 | 5 |
| AUT 210 | Brake Systems | 3 | 0 | 6 | 5 |
| AUT 218 | Automotive Fuel Injection | 3 | 0 | 9 | 6 |
| AUT 219 | Engine Performance & Driveability | 3 | 0 | 9 | 6 |
| AUT 220 | Automotive Servicing | 2 | 0 | 6 | 4 |
| ELN 106 | Control Devices: Automotive | 3 | 2 | 0 | 4 |
| TOTALS | | 41 | 6 | 87 | 73 |

RELATED COURSES

| | | | | | |
|---------------|-----------------------------|----------|----------|----------|----------|
| MAT 100 | Fundamentals of Mathematics | 5 | 0 | 0 | 5 |
| TOTALS | | 5 | 0 | 0 | 5 |

GENERAL EDUCATION COURSES

| | | | | | |
|---------------|-------------------------|----------|----------|----------|----------|
| ENG 101 | Grammar & Composition I | 3 | 0 | 0 | 3 |
| ORI 100 | New Student Seminar | 1 | 0 | 0 | 1 |
| PSY 106 | Applied Psychology | 3 | 0 | 0 | 3 |
| TOTALS | | 7 | 0 | 0 | 7 |

| | | | | |
|----------------------------------|-----------|----------|-----------|-----------|
| TOTAL CREDITS FOR DIPLOMA | <u>53</u> | <u>6</u> | <u>87</u> | <u>85</u> |
|----------------------------------|-----------|----------|-----------|-----------|

ADDITIONAL COURSES FOR AAS DEGREE

MAJOR COURSES

| | | | | |
|---------------------------------|---|---|----|---|
| AUT 221 Automotive Internship I | 0 | 0 | 20 | 2 |
| or | | | | |

| | | | | |
|--------------------------------|--|--|--|--|
| AUT 224 Automotive Practices I | | | | |
|--------------------------------|--|--|--|--|

| | | | | |
|----------------------------------|---|---|----|---|
| AUT 222 Automotive Internship II | 0 | 0 | 20 | 2 |
| or | | | | |

| | | | | |
|---------------------------------|--|--|--|--|
| AUT 225 Automotive Practices II | | | | |
|---------------------------------|--|--|--|--|

| | | | | |
|---------------|----------|----------|-----------|----------|
| TOTALS | <u>0</u> | <u>0</u> | <u>40</u> | <u>4</u> |
|---------------|----------|----------|-----------|----------|

RELATED COURSES

| | | | | |
|---|---|---|---|---|
| CAS 101 Personal Computer Familiarization | 2 | 2 | 0 | 3 |
|---|---|---|---|---|

| | | | | |
|-------------------|---|---|---|---|
| MAT 101 Algebra I | 5 | 0 | 0 | 5 |
|-------------------|---|---|---|---|

| | | | | |
|-------------------------|---|---|---|---|
| PHY 111 Applied Science | 3 | 2 | 0 | 4 |
|-------------------------|---|---|---|---|

| | | | | |
|-----------------------------------|---|---|---|---|
| PHY 113 Principles of Electricity | 3 | 2 | 0 | 4 |
|-----------------------------------|---|---|---|---|

| | | | | |
|---------------|-----------|----------|----------|-----------|
| TOTALS | <u>13</u> | <u>6</u> | <u>0</u> | <u>16</u> |
|---------------|-----------|----------|----------|-----------|

GENERAL EDUCATION COURSES

| | | | | |
|----------------------------------|---|---|---|---|
| ENG 102 Grammar & Composition II | 3 | 0 | 0 | 3 |
|----------------------------------|---|---|---|---|

| | | | | |
|-----------------------------|---|---|---|---|
| ENG 204 Oral Communications | 3 | 0 | 0 | 3 |
|-----------------------------|---|---|---|---|

| | | | | |
|----------------------------|---|---|---|---|
| * Social Science Electives | 6 | 0 | 0 | 6 |
|----------------------------|---|---|---|---|

| | | | | |
|---------------|----------|----------|----------|-----------|
| TOTALS | <u>2</u> | <u>0</u> | <u>0</u> | <u>12</u> |
|---------------|----------|----------|----------|-----------|

| | | | | |
|-------------------------------------|------------------|------------------|-------------------|-------------------|
| TOTAL CREDITS FOR AAS DEGREE | <u><u>78</u></u> | <u><u>12</u></u> | <u><u>127</u></u> | <u><u>117</u></u> |
|-------------------------------------|------------------|------------------|-------------------|-------------------|

*Recommended Social Science Electives:

PSY 102, 104, 120, 155, 228; SOC 100, 102, 103

Students enrolled full-time and making satisfactory progress should complete this program in seven quarters.

Additional time may be needed to achieve minimum requirements in English, Math or Science.

BASIC LAW ENFORCEMENT TRAINING (T-189)

The Basic Law Enforcement Training curriculum certificate program prepares individuals to take the Basic Training Law Enforcement Officers Certification Examination mandated by the North Carolina Criminal Justice Education and Training Standards Commission and/or it prepares individuals to take the Justice Officers Basic Training Certification Examination mandated by the North Carolina Sheriff's Education and Training Standards Commission. Successful completion of this curriculum certificate program requires that the student satisfy the minimum requirements for certification by the Criminal Justice Commission and/or the Sheriff's Commission. The student satisfactorily completing this program should possess at least the minimum degree of general attributes, knowledge, and skills to function as an inexperienced law enforcement officer.

Job opportunities are available with state, county, and municipal governments in North Carolina. In addition, knowledge, skills, and abilities acquired in this course of study qualifies one for job opportunities with private enterprises in such areas as industrial, retail, and private security.

COURSE AND HOUR REQUIREMENTS

| MAJOR COURSES | CLIN/ | | | CREDIT HOURS |
|--|-----------|----------|-----------|-----------------|
| | CLASS | LAB | SHOP | |
| CJC 100 Basic Law Enforcement Training | 17 | 0 | 24 | 25 |
| TOTAL CREDITS FOR CERTIFICATE | 17 | 0 | 24 | 25 |

Cooperative Education Work Experience is not allowed.

Students should complete this program in 12 weeks.

BUSINESS ADMINISTRATION (T-018)

The Business Administration curriculum is designed to prepare an individual for entry into management positions.

The curriculum develops competencies in the application of management principles. Emphasis is placed on skill development in the areas of management functions, computer applications and analysis, critical thinking and decision-making techniques, marketing, finance, legal aspects of business, oral and written communications, and the utilization of human resources.

Through the development of management competencies, the graduate will be able to function as a contributing member of a management team.

COURSE AND HOUR REQUIREMENTS

| MAJOR COURSES | | CLIN/ | | | CREDIT HOURS |
|---------------|------------------------------------|-----------|-----------|----------|-----------------|
| | | CLASS | LAB | SHOP | |
| ACC 151 | Principles of Accounting | 3 | 2 | 0 | 4 |
| ACC 152 | Principles of Accounting | 3 | 2 | 0 | 4 |
| ACC 153 | Principles of Accounting | 3 | 2 | 0 | 4 |
| ACC 226 | Payroll Accounting | 2 | 2 | 0 | 3 |
| ACC 229 | Taxes | 3 | 2 | 0 | 4 |
| BUS 109 | Business Mathematics | 5 | 0 | 0 | 5 |
| BUS 123 | Business Finance | 3 | 0 | 0 | 3 |
| BUS 165 | Introduction to Business | 5 | 0 | 0 | 5 |
| BUS 166 | Business Law I | 3 | 0 | 0 | 3 |
| BUS 167 | Business Law II | 3 | 0 | 0 | 3 |
| BUS 235 | Business Management | 3 | 0 | 0 | 3 |
| BUS 247 | Human Resources Management | 3 | 0 | 0 | 3 |
| BUS 248 | Integrated Management | 3 | 0 | 0 | 3 |
| MKT 232 | Sales Development | 3 | 0 | 0 | 3 |
| MKT 239 | Marketing | 5 | 0 | 0 | 5 |
| MKT 240 | Advertising & Visual Merchandising | 3 | 2 | 0 | 4 |
| TOTALS | | 53 | 12 | 0 | 59 |

RELATED COURSES

| | | | | | |
|---------|--|---|---|---|---|
| BUS 111 | Business Statistics | 5 | 0 | 0 | 5 |
| BUS 206 | Business Communications | 3 | 0 | 0 | 3 |
| BUS 231 | Computerized Inventory Procedures | 2 | 2 | 0 | 3 |
| CAS 100 | Introduction to Microcomputer Applications | 2 | 0 | 3 | 3 |
| CAS 240 | Spreadsheet Applications/Lotus | 2 | 0 | 3 | 3 |
| ECO 151 | Economics I | 3 | 0 | 0 | 3 |
| ECO 152 | Economics II | 3 | 0 | 0 | 3 |

| | | | | | |
|---------------|------------------------|-----------|----------|----------|-----------|
| MAT 101 | Algebra I | 5 | 0 | 0 | 5 |
| MKT 247 | International Business | 5 | 0 | 0 | 5 |
| MKT 249 | Logistics Management | 3 | 0 | 0 | 3 |
| TOTALS | | 33 | 2 | 6 | 36 |

GENERAL EDUCATION COURSES

| | | | | | |
|-------------------------------------|--|------------|-----------|----------|------------|
| ENG 101 | Grammar & Composition I | 3 | 0 | 0 | 3 |
| ENG 102 | Grammar & Composition II | 3 | 0 | 0 | 3 |
| ENG 103 | Report Writing | 3 | 0 | 0 | 3 |
| ENG 275 | Advanced Business & Technical Writing | 3 | 0 | 0 | 3 |
| ORI 100 | New Student Seminar | 1 | 0 | 0 | 1 |
| SPH 260 | Business & Professional Communications | 5 | 0 | 0 | 5 |
| * | Social Science Elective | 3 | 0 | 0 | 3 |
| TOTALS | | 21 | 0 | 0 | 21 |
| # | Electives | 3 | 0 | 0 | 3 |
| TOTAL CREDITS FOR AAS DEGREE | | 110 | 14 | 6 | 119 |

*Recommended Social Science Electives:

ANT 160, 161; GEO 151; HIS 151, 152, 160, 161, 170; POL 102, 103, 151, 251; PSY 102, 104, 106, 155; SOC 102, 103, 151, 160, 270

#Cooperative Education Work Experience: Up to 3 credit hours may be taken in lieu of approved courses as indicated by #.

Students enrolled full-time and making satisfactory progress should complete this program in seven quarters.

Additional time may be needed to achieve minimum requirements in English, Math or Science.

BUSINESS COMPUTER PROGRAMMING (T-022)

The primary objective of the Business Computer Programming curriculum is to prepare individuals for gainful employment as computer programmers. The objective is fulfilled through study and application in areas such as computer and systems theories and concepts; data processing techniques; business operations; logic; flow charting; programming procedures and languages and types; uses and operation of equipment.

Entry-level jobs as computer programmer and computer programmer trainee are available. With experience and additional education, the individual may enter jobs such as data processing manager, computer programmer manager, systems analyst, and systems manager.

COURSE AND HOUR REQUIREMENTS

| MAJOR COURSES | | CLASS | LAB | CLIN/ SHOP | CREDIT HOURS |
|---------------|---|-------|-----|---------------|-----------------|
| +COE 248 | Data Processing Practices: Academic and Industry | 1 | 0 | 20 | 3 |
| CSC 112 | BASIC I | 2 | 2 | 0 | 3 |
| CSC 114 | Introduction to Computer Concepts | 3 | 0 | 0 | 3 |
| CSC 116 | Computer Systems | 4 | 0 | 0 | 4 |
| CSC 118 | COBOL | 2 | 4 | 0 | 4 |
| CSC 144 | PC Management and Maintenance | 2 | 4 | 0 | 4 |
| CSC 147 | Personal Computer Operating System | 3 | 2 | 0 | 4 |
| CSC 148 | C Language | 2 | 4 | 0 | 4 |
| CSC 149 | Advanced C Language | 2 | 4 | 0 | 4 |
| CSC 215 | Advanced Computer Systems | 4 | 0 | 0 | 4 |
| CSC 216 | Data Communications & Networking | 2 | 4 | 0 | 4 |
| CSC 223 | RPG | 2 | 4 | 0 | 4 |
| CSC 224 | Advanced RPG | 2 | 4 | 0 | 4 |
| CSC 246 | Application Design: Individual Approach | 2 | 4 | 0 | 4 |
| | or | | | | |
| CSC 247 | PC Application Design | | | | |
| | CSC Electives | 14 | 0 | 0 | 14 |
| TOTALS | | 46/47 | 36 | 20 | 66/67 |

RELATED COURSES

| | | | | | |
|---------------|----------------------------------|-----------|----------|----------|-----------|
| ACC 151 | Principles of Accounting | 3 | 2 | 0 | 4 |
| ACC 152 | Principles of Accounting | 3 | 2 | 0 | 4 |
| ACC 153 | Principles of Accounting | 3 | 2 | 0 | 4 |
| BUS 109 | Business Mathematics | 5 | 0 | 0 | 5 |
| MAT 101 | Algebra I | 5 | 0 | 0 | 5 |
| | Business or Accounting Electives | 4 | 0 | 0 | 4 |
| TOTALS | | 23 | 6 | 0 | 26 |

GENERAL EDUCATION

| | | | | | |
|-------------------------------------|--------------------------|--------------|-----------|-----------|----------------|
| ENG 101 | Grammar & Composition I | 3 | 0 | 0 | 3 |
| ENG 102 | Grammar & Composition II | 3 | 0 | 0 | 3 |
| ENG 103 | Report Writing | 3 | 0 | 0 | 3 |
| ENG 204 | Oral Communications | 3 | 0 | 0 | 3 |
| ORI 100 | New Student Seminar | 1 | 0 | 0 | 1 |
| | Psychology Elective | 3 | 0 | 0 | 3 |
| | Sociology Elective | 3 | 0 | 0 | 3 |
| TOTALS | | 19 | 0 | 0 | 19 |
| # | Electives | 3 | 0 | 0 | 3 |
| TOTAL CREDITS FOR AAS DEGREE | | 91/92 | 42 | 20 | 114/115 |

+COE 240 and COE 241 may be substituted for COE 248

*Recommended Electives

Major Electives:

CAS 101 or 105; 213, 217; CSC 102 or 103 or 104, 113, 119, 151, 204, 208, 209, 210, 233, 234, 236, 237, 238, 245

Business Electives:

ACC 222, 225, 226, 229; BUS 165, 166, 167, #235, #272

Social Science Electives:

PSY 102, 104, 106, 155; SOC 102, 103, 151

#Cooperative Education Work Experience: Up to 3 credit hours may be taken in lieu of approved courses as indicated by #.

Students enrolled full-time and making satisfactory progress should complete this program in six quarters.

Additional time may be needed to achieve minimum requirements in English, Math or Science.

CERTIFICATE PROGRAM

MAJOR COURSES

| | | | | | |
|---------|---|---|---|---|---|
| CAS 105 | Introduction to Computers: Managing Software | 2 | 2 | 0 | 3 |
| CSC 102 | Problem Solving Techniques and Applications | 3 | 0 | 0 | 3 |
| CSC 104 | Introduction to Computers: Operating Systems | 2 | 2 | 0 | 3 |

| | | | | | |
|---------|------------------------------------|---|---|---|---|
| CSC 112 | BASIC I | 2 | 2 | 0 | 3 |
| CSC 113 | BASIC II | 2 | 4 | 0 | 4 |
| CSC 114 | Introduction to Computer Concepts | 3 | 0 | 0 | 3 |
| CSC 118 | COBOL | 2 | 4 | 0 | 4 |
| CSC 144 | PC Management & Maintenance | 2 | 4 | 0 | 4 |
| CSC 147 | Personal Computer Operating System | 3 | 2 | 0 | 4 |

TOTALS

| | | | |
|-----------|-----------|----------|-----------|
| 21 | 20 | 0 | 31 |
|-----------|-----------|----------|-----------|

RELATED COURSES

| | | | | | |
|---------|----------------------|---|---|---|---|
| BUS 109 | Business Mathematics | 5 | 0 | 0 | 5 |
|---------|----------------------|---|---|---|---|

GENERAL EDUCATION

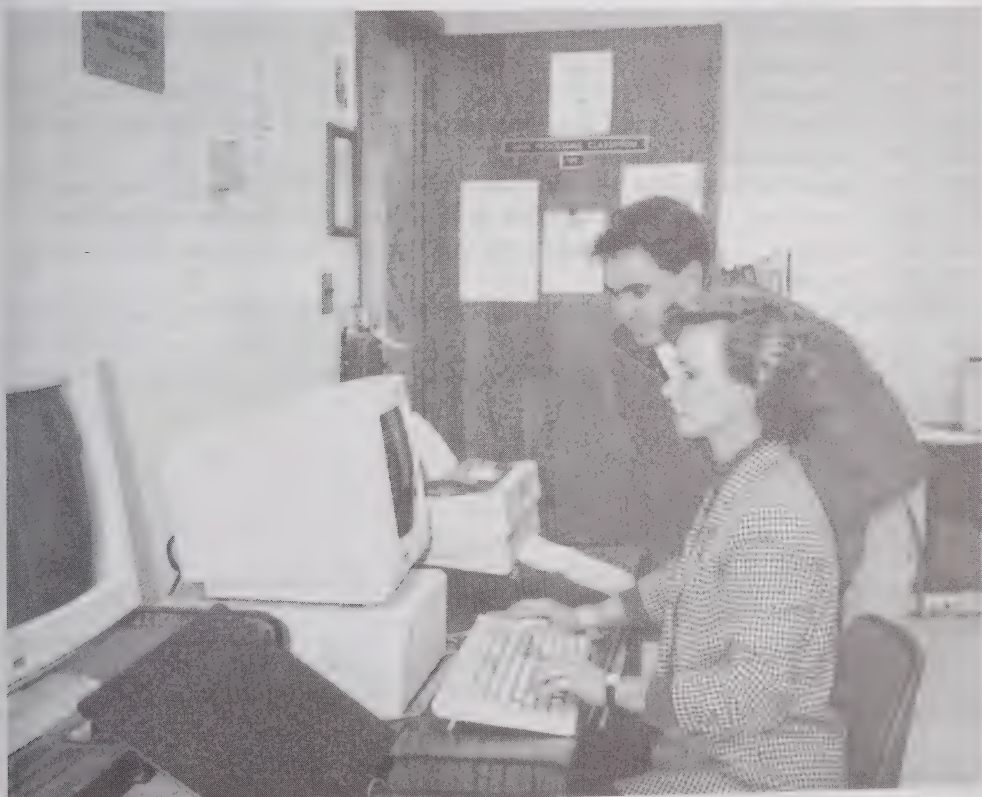
| | | | | | |
|---------|-------------------------|---|---|---|---|
| ENG 101 | Grammar & Composition I | 3 | 0 | 0 | 3 |
| ORI 100 | New Student Seminar | 1 | 0 | 0 | 1 |

TOTALS

| | | | |
|----------|----------|----------|----------|
| 4 | 0 | 0 | 4 |
|----------|----------|----------|----------|

TOTAL CREDITS FOR CERTIFICATE

| | | | |
|-----------|-----------|----------|-----------|
| 30 | 20 | 0 | 40 |
|-----------|-----------|----------|-----------|



COMMERCIAL ART AND ADVERTISING DESIGN (T-070)

Students in the Commercial Art and Advertising Design curriculum study advertising, illustration, layout, typography design, photography, graphic communication, and production.

Commercial artists and advertising designers create and design layouts and art work for print and audiovisual media. They may design and prepare letterheads, brochures, illustrations, and art for publication; produce package design; and prepare lettering, type, and art for print and audiovisual media.

Job opportunities for graduates of this program may be in art and design studios, advertising agencies, department stores, industrial advertising departments, government agencies, television and film studios, and the printing and publishing industry.

COURSE AND HOUR REQUIREMENTS

| MAJOR COURSES | | | CLIN/ CLASS LAB | SHOP | CREDIT HOURS |
|---------------|-----------------------|-----------|--------------------|----------|-----------------|
| ART 102 | Drawing I | 2 | 4 | 0 | 4 |
| ART 103 | Drawing II | 2 | 4 | 0 | 4 |
| ART 104 | Drawing III | 2 | 4 | 0 | 4 |
| DES 112 | Typography I | 2 | 4 | 0 | 4 |
| DES 113 | Typography II | 2 | 4 | 0 | 4 |
| DES 116 | Computer II | 2 | 4 | 0 | 4 |
| DES 117 | Computer III | 2 | 4 | 0 | 4 |
| DES 118 | Computer IV | 2 | 4 | 0 | 4 |
| DES 119 | History of Design | 2 | 0 | 0 | 2 |
| DES 120 | Illustration I | 2 | 4 | 0 | 4 |
| DES 121 | Design I | 2 | 4 | 0 | 4 |
| DES 122 | Graphic Design I | 2 | 4 | 0 | 4 |
| #DES 123 | Graphic Design II | 2 | 4 | 0 | 4 |
| DES 125 | Quarkxpress | 2 | 4 | 0 | 4 |
| DES 210 | Production | 2 | 4 | 0 | 4 |
| DES 212 | Illustration II | 2 | 4 | 0 | 4 |
| DES 213 | Illustration III | 2 | 4 | 0 | 4 |
| DES 214 | Typography III | 2 | 4 | 0 | 4 |
| DES 224 | Graphic Design III | 2 | 4 | 0 | 4 |
| DES 225 | Graphic Design IV | 2 | 4 | 0 | 4 |
| DES 226 | Graphic Design V | 2 | 4 | 0 | 4 |
| DES 235 | Portfolio Development | 2 | 4 | 0 | 4 |
| TOTALS | | 44 | 84 | 0 | 86 |

RELATED COURSES

| | | | | | |
|---------|-----------------------------|---|---|---|---|
| MAT 100 | Fundamentals of Mathematics | 5 | 0 | 0 | 5 |
|---------|-----------------------------|---|---|---|---|

| | | | | | |
|---------------|-----------------------|-----------|----------|----------|-----------|
| OSC 102 | Beginning Keyboarding | 2 | 0 | 3 | 3 |
| +PHO 116 | Photography | 2 | 4 | 0 | 4 |
| +PHO 217 | Photography | 2 | 4 | 0 | 4 |
| TOTALS | | 11 | 8 | 3 | 16 |

GENERAL EDUCATION

| | | | | | |
|---------------|--------------------------|-----------|----------|----------|-----------|
| ENG 101 | Grammar & Composition I | 3 | 0 | 0 | 3 |
| ENG 102 | Grammar & Composition II | 3 | 0 | 0 | 3 |
| ENG 103 | Report Writing | 3 | 0 | 0 | 3 |
| ENG 204 | Oral Communications | 3 | 0 | 0 | 3 |
| ORI 100 | New Student Seminar | 1 | 0 | 0 | 1 |
| * | Social Science Electives | 6 | 0 | 0 | 6 |
| TOTALS | | 19 | 0 | 0 | 19 |

| | | | | | |
|-------------------------------------|-----------|-----------|-----------|----------|------------|
| # | Electives | 3 | 0 | 0 | 3 |
| TOTAL CREDITS FOR AAS DEGREE | | 77 | 92 | 3 | 124 |

+PHO 114 and PHO 115 are equivalent to PHO 116

+PHO 215 and PHO 216 are equivalent to PHO 217

*Recommended Social Science Electives:

Student may take any 6 hours of social science

#Cooperative Education Work Experience:

Up to 4 credit hours may be substituted for DES 123.

Up to 3 credit hours may be taken in lieu of required electives.

Students enrolled full-time and making satisfactory progress should complete this program in six quarters.

Additional time may be needed to achieve minimum requirements in English, Math or Science.

COSMETOLOGY (V-009)

The field of cosmetology is based on scientific principles. The Cosmetology curriculum provides instruction and practice in manicuring, shampooing, permanent waving, facials, massages, scalp treatments, hair cutting and styling, and wig service.

Upon completion of this program and successful passing of a comprehensive examination administered by the North Carolina State Board of Cosmetic Arts, a license is given. The cosmetologist is called upon to advise men and women on problems of makeup and care of the hair, skin, and hands including the nails. Employment opportunities are available in beauty salons, private clubs, department stores, women's specialty shops, as well as setting up one's own business.

COURSE AND HOUR REQUIREMENTS

| MAJOR COURSES | | | CLIN/ | CREDIT |
|--------------------------------------|----------|----------|------------|-----------|
| | CLASS | LAB | SHOP | HOURS |
| COS 1101 Cosmetology I | 0 | 0 | 40 | 12 |
| COS 1102 Cosmetology II | 0 | 0 | 40 | 12 |
| COS 1103 Cosmetology III | 0 | 0 | 40 | 12 |
| COS 1104 Cosmetology IV | 0 | 0 | 20 | 6 |
| TOTAL CREDITS FOR CERTIFICATE | 0 | 0 | 140 | 42 |

Cooperative Education Work Experience is not allowed.

Students enrolled full-time and making satisfactory progress should complete this program in four quarters.

Evening students enrolled one half-time may be enrolled in the following classes as a substitute for the stated courses and will need seven quarters for completion.

COS 1105 and 1106 are the equivalent of COS 1101

COS 1107 and 1108 are the equivalent of COS 1102

COS 1109 and 1110 are the equivalent of COS 1103

Students who successfully complete COS 1101, 1102, and 1103 and have 1500 clock hours are eligible to apply for graduation.

CRIMINAL JUSTICE: PROTECTIVE SERVICES TECHNOLOGY (T-129)

The Criminal Justice Technology curriculum is designed so that it may be a multifaceted program of study. It may consist of study options in corrections, law enforcement, and security services.

The curriculum offers a core of courses providing basic knowledge, skills, and attitudes in correctional services, law enforcement services, and security services. It includes subjects such as interpersonal communications, law, psychology, and sociology.

In addition to core subjects, the correctional services option provides an opportunity to study subjects such as confinement facility administration, correction law, counseling, probation-parole services, and rehabilitation options. Similarly, the law enforcement option provides an opportunity to study criminal behavior, criminal investigation, patrol operation, traffic management, and other aspects of law enforcement administration and operations. The security services option provides an opportunity to study accident prevention and safety management, common carrier protection, fire prevention, private security, industrial security, retail security, security systems, and surveillance.

Job opportunities are available with federal, state, county, and municipal governments. In addition, knowledge, skills and attitudes acquired in this course of study qualifies one for job opportunities with private enterprise in such areas as industrial, retail, and private security.

COURSE AND HOUR REQUIREMENTS

| MAJOR COURSES | CLIN/ | | | CREDIT HOURS |
|--|-------|-----|------|-----------------|
| | CLASS | LAB | SHOP | |
| CJC 101 Introduction to Criminal Justice | 3 | 0 | 0 | 3 |
| CJC 109 Interviewing | 3 | 0 | 0 | 3 |
| CJC 110 Juvenile Delinquency | 3 | 0 | 0 | 3 |
| CJC 113 Corrections Law | 3 | 0 | 0 | 3 |
| CJC 115 Criminal Law I | 3 | 0 | 0 | 3 |
| CJC 116 Criminal Law II | 3 | 0 | 0 | 3 |
| CJC 125 Criminal Procedures & NC Court System | 3 | 0 | 0 | 3 |
| CJC 205 Evidence | 3 | 0 | 0 | 3 |
| CJC 210 Techniques of Investigation I | 3 | 0 | 0 | 3 |
| CJC 213 Identification Techniques | 3 | 2 | 0 | 4 |
| CJC 240 Defensive Tactics & Custodial Safeguards | 2 | 2 | 0 | 3 |
| COR 203 Introduction to Corrections | 3 | 0 | 0 | 3 |
| COR 204 Corrections & Community Relations | 2 | 0 | 0 | 2 |
| COR 207 Confinement Facilities Administration | 3 | 0 | 0 | 3 |
| COR 208 Corrections Case Management | 3 | 0 | 0 | 3 |
| COR 234 Community Based Corrections | 3 | 0 | 0 | 3 |
| LEX 103 Legal Research I | 1 | 2 | 0 | 2 |
| LEX 125 Juvenile Law | 3 | 0 | 0 | 3 |

| | | | | | |
|---------------|-------------------------------------|-----------|----------|----------|-----------|
| MHT 213 | Dynamics of Substance Abuse | 3 | 0 | 0 | 3 |
| PSY 224 | Rehabilitation Techniques | 3 | 0 | 0 | 3 |
| REC 202 | Introduction to Recreation Services | 2 | 0 | 0 | 2 |
| SOC 201 | Marriage & the Family | 3 | 0 | 0 | 3 |
| * | Major Electives | 3 | 0 | 0 | 3 |
| TOTALS | | 64 | 6 | 0 | 67 |

RELATED COURSES

| | | | | | |
|---------------|--|-----------|----------|----------|-----------|
| CAS 100 | Introduction to Microcomputer Applications | 2 | 0 | 3 | 3 |
| MAT 100 | Fundamentals of Mathematics | 5 | 0 | 0 | 5 |
| POL 102 | National Government | 3 | 0 | 0 | 3 |
| POL 103 | State & Local Government | 3 | 0 | 0 | 3 |
| PSY 103 | Adolescent Psychology | 3 | 0 | 0 | 3 |
| PSY 228 | Deviant Behavior | 3 | 0 | 0 | 3 |
| SAF 110 | First Aid & Safety Measures | 2 | 2 | 0 | 3 |
| SPA 101 | Spanish for Criminal Justice | 5 | 0 | 0 | 5 |
| TOTALS | | 26 | 2 | 3 | 28 |

GENERAL EDUCATION

| | | | | | |
|---------------|--------------------------|-----------|----------|----------|-----------|
| ENG 101 | Grammar & Composition I | 3 | 0 | 0 | 3 |
| ENG 102 | Grammar & Composition II | 3 | 0 | 0 | 3 |
| ENG 103 | Report Writing | 3 | 0 | 0 | 3 |
| ENG 204 | Oral Communications | 3 | 0 | 0 | 3 |
| ORI 100 | New Student Seminar | 1 | 0 | 0 | 1 |
| PSY 102 | General Psychology | 3 | 0 | 0 | 3 |
| SOC 102 | Principles of Sociology | 3 | 0 | 0 | 3 |
| TOTALS | | 19 | 0 | 0 | 19 |

| | | | | | |
|-------------------------------------|-----------|------------|----------|----------|------------|
| # | Electives | 3 | 0 | 0 | 3 |
| TOTAL CREDITS FOR AAS DEGREE | | 112 | 8 | 3 | 117 |

*Recommended Major Electives:

CJC 120, #202, 215; COR 249; OSC 110; PSY 104

#Cooperative Education Work Experience: Up to 5 credit hours may be taken in lieu of approved courses as indicated by #.

Students enrolled full-time and making satisfactory progress should complete this program in six quarters.

Additional time may be needed to achieve minimum requirements in English, Math or Science.

DIESEL MECHANICS/AGRICULTURAL SERVICING (V-020)

The Diesel Mechanics/Agricultural Servicing curriculum provides emphasis on the diesel engines used in agricultural machinery, industrial equipment, and over-the-road vehicles. Theories of the various diesel engines, maintenance techniques, and troubleshooting are included in-depth to assure the appropriate repair of the equipment. Servicing of agricultural equipment is also included.

Graduates of this curriculum can quickly adapt themselves for employment in the areas of service and maintenance on equipment and vehicles used in construction, agriculture, and trucking. They make inspections and test to determine the cause of faulty operation and repair or replace defective parts to restore the gasoline or diesel powered equipment to proper operating condition.

COURSE AND HOUR REQUIREMENTS

| MAJOR COURSES | | CLASS | LAB | CLIN/ SHOP | CREDIT HOURS |
|---------------|-----------------------------|-----------|----------|---------------|-----------------|
| DIE 1030 | Electrical Systems | 3 | 0 | 3 | 4 |
| DIE 1040 | Farm Harvesting Equipment | 3 | 0 | 6 | 5 |
| DIE 1045 | Equipment Servicing | 3 | 0 | 12 | 7 |
| DIE 1105 | Diesel Engines | 5 | 0 | 6 | 7 |
| DIE 1106 | Diesel Engines | 1 | 0 | 6 | 3 |
| DIE 1135 | Basic Fuel Systems | 3 | 0 | 3 | 4 |
| DIE 1137 | Power Trains | 4 | 0 | 6 | 6 |
| HYD 1136 | Hydraulics | 2 | 0 | 6 | 4 |
| PME 1126 | Industrial Gasoline Engines | 1 | 0 | 3 | 2 |
| TOTALS | | 25 | 0 | 51 | 42 |

RELATED COURSES

| | | | | | |
|---------------|--|-----------|----------|-----------|-----------|
| BUS 1103 | Small Business Operations | 3 | 0 | 0 | 3 |
| DIE 1010 | Air Conditioning | 2 | 0 | 3 | 3 |
| DIE 1046 | Shop Practices & Tool Operations | 3 | 0 | 6 | 5 |
| MAT 100 | Fundamentals of Mathematics | 5 | 0 | 0 | 5 |
| MEC 1147 | System of Measurements & Measuring Tools | 2 | 0 | 0 | 2 |
| WLD 1150 | Techniques of Welding | 2 | 0 | 3 | 3 |
| or | | | | | |
| MNT 1000 | Farm Machinery Repair & Maintenance | | | | |
| TOTALS | | 17 | 0 | 12 | 21 |

GENERAL EDUCATION

| | | | | | |
|----------|----------------------|---|---|---|---|
| ENG 1102 | Communication Skills | 3 | 0 | 0 | 3 |
| ORI 100 | New Student Seminar | 1 | 0 | 0 | 1 |

| | | | | |
|--------------------------------------|-----------|----------|-----------|-----------|
| RED 1101 Reading Improvement | 2 | 0 | 0 | 2 |
| SOC 100 Job Search & Career Planning | 3 | 0 | 0 | 3 |
| TOTALS | 9 | 0 | 0 | 9 |
| # Electives | 3 | 0 | 0 | 3 |
| TOTAL CREDITS FOR DIPLOMA | 54 | 0 | 63 | 75 |

#Cooperative Education Work Experience: Up to 3 credit hours may be taken in lieu of required electives.

Students enrolled full-time and making satisfactory progress should complete this program in four quarters.

Additional time may be needed to achieve minimum requirements in English, Math or Science.



EARLY CHILDHOOD ASSOCIATE (T-073)

The Early Childhood Associate curriculum is designed to prepare individuals to work with children in learning environments from infancy through middle childhood. The program of study includes the subjects of child growth and development, physical and nutritional needs of children, care and guidance of children and communication with children and their parents. Students learn to foster the cognitive/language, physical/motor, and social/emotional development of children. The program of study combines theories and principles with opportunities for supervised practice.

Graduates are prepared to plan and implement developmentally appropriate programs in early childhood settings. Employment opportunities are available in child development and child care programs, preschools, public and private schools, recreational centers, kindergartens, some Head Start programs, and programs for children with special needs.

COURSE AND HOUR REQUIREMENTS

| MAJOR COURSES | | CLIN/ CREDIT | | | |
|---------------|--|--------------|-----|------|-------|
| | | CLASS | LAB | SHOP | HOURS |
| COE 220 | Seminar Practicum: Special Needs | 1 | 0 | 10 | 2 |
| EDU 102 | Child Health, Safety & Nutrition | 5 | 0 | 0 | 5 |
| EDU 101 | Early Childhood Education: Overview I | 3 | 0 | 0 | 3 |
| or | | | | | |
| EDU 103 | Child Care Credential I | | | | |
| EDU 104 | Child Care Credential II | 3 | 0 | 0 | 3 |
| or | | | | | |
| EDU 105 | Early Childhood Education: Overview II | | | | |
| EDU 108 | Early Childhood Curriculum | 5 | 0 | 0 | 5 |
| EDU 109 | Guiding Young Children's Behavior | 3 | 0 | 0 | 3 |
| EDU 206 | Exceptional Children | 3 | 0 | 0 | 3 |
| EDU 226A | Early Childhood Laboratory I | 3 | 0 | 6 | 5 |
| EDU 226B | Early Childhood Laboratory II | 1 | 0 | 15 | 6 |
| EDU 229 | Infant & Toddler Care | 3 | 0 | 0 | 3 |
| or | | | | | |
| COE 221 | Seminar Practicum: School Age | | | | |
| PSY 115 | Child Growth & Development I | 3 | 0 | 0 | 3 |
| PSY 116 | Child Growth & Development II | 3 | 0 | 0 | 3 |
| TOTALS | | 34/36 | 0 | 31 | 43/44 |

RELATED COURSES

| | | | | | |
|---------------|---------------------------------|-----------|----------|----------|-----------|
| EDU 115 | Audiovisual & Media Instruction | 3 | 0 | 0 | 3 |
| MAT 100R | Computational Skills | 5 | 0 | 0 | 5 |
| OSC 102 | Beginning Keyboarding | 2 | 0 | 3 | 3 |
| SPH 151 | Voice & Diction | 3 | 0 | 0 | 3 |
| TOTALS | | 13 | 0 | 3 | 14 |

GENERAL EDUCATION COURSES

| | | | | | |
|----------------------------------|--------------------------|--------------|----------|-----------|--------------|
| ENG 101 | Grammar & Composition I | 3 | 0 | 0 | 3 |
| ENG 102 | Grammar & Composition II | 3 | 0 | 0 | 3 |
| ENG 103 | Report Writing | 3 | 0 | 0 | 3 |
| ORI 100 | New Student Seminar | 1 | 0 | 0 | 1 |
| TOTALS | | 10 | 0 | 0 | 10 |
| # | Electives | 2 | 0 | 0 | 2 |
| TOTAL CREDITS FOR DIPLOMA | | 60/61 | 0 | 34 | 69/70 |

#Cooperative Education Work Experience: Up to 2 credit hours may be taken in lieu of approved courses as indicated by #.

ADDITIONAL COURSES FOR ASSOCIATE DEGREE

MAJOR COURSES

| | | | | | |
|---------------|--|-----------|----------|-----------|-----------|
| COE 221 | Seminar Practicum: School Age | 1 | 0 | 10 | 2 |
| or | | | | | |
| EDU 229 | Infant & Toddler Care | | | | |
| #EDU 201 | Children's Issues in Today's Society | 2 | 0 | 0 | 2 |
| EDU 204 | Partnership with Parents | 3 | 0 | 0 | 3 |
| EDU 205 | Multicultural Education | 3 | 0 | 0 | 3 |
| EDU 230 | Creative Activities I | 3 | 0 | 0 | 3 |
| EDU 231 | Creative Activities II | 3 | 0 | 0 | 3 |
| EDU 232 | Preschool Administration & Supervision | 3 | 0 | 0 | 3 |
| TOTALS | | 18 | 0 | 10 | 19 |

RELATED COURSES

| | | | | | |
|---------------|-----------------------------------|-----------|----------|----------|-----------|
| ENG 217 | Children's Literature | 3 | 0 | 0 | 3 |
| PED 151 | Foundations in Physical Education | 2 | 0 | 0 | 2 |
| SOC 100 | Job Search & Career Planning | 3 | 0 | 0 | 3 |
| SOC 221 | Family | 3 | 0 | 0 | 3 |
| TOTALS | | 11 | 0 | 0 | 11 |

GENERAL EDUCATION

| | | | | | |
|---------|--------------------|---|---|---|---|
| PSY 102 | General Psychology | 3 | 0 | 0 | 3 |
|---------|--------------------|---|---|---|---|

| | | | | | |
|-------------------------------------|-------------------------|-----------|----------|-----------|------------|
| SOC 102 | Principles of Sociology | 3 | 0 | 0 | 3 |
| TOTALS | | 6 | 0 | 0 | 6 |
| # | Electives | 1 | 0 | 0 | 1 |
| TOTAL CREDITS FOR AAS DEGREE | | 97 | 0 | 44 | 107 |

#Cooperative Education Work Experience: Up to 3 credit hours may be taken in lieu of approved courses as indicated by #.

Students enrolled full-time and making satisfactory progress should complete this program in seven quarters.
 Additional time may be needed to achieve minimum requirements in English, Math or Science.



ELECTRONIC SERVICING (V-042)

The curriculum in Electronic Servicing is designed to provide basic knowledge and skills required in the installation, maintenance, and servicing of electronic components and systems. Laboratory time will be spent verifying electronic theory and principles and learning installation, maintenance, and service techniques.

An electronic service technician will be able to install, maintain, and service electronic equipment including radio, television, audio/video recording and play back equipment, home entertainment systems, digital electronic systems, and master antenna television and cable television components and systems.

COURSE AND HOUR REQUIREMENTS

| MAJOR COURSES | | CLASS | LAB | CLIN/ SHOP | CREDIT HOURS |
|----------------------------------|--|-----------|----------|---------------|-----------------|
| ELC 1110 | Direct Current Theory & Practice | 5 | 0 | 12 | 9 |
| ELC 1111 | Alternating Current Theory & Practice | 5 | 0 | 12 | 9 |
| ELN 1103 | Introduction to Electronic Devices | 5 | 0 | 12 | 9 |
| ELN 1125 | Radio Receiver Servicing | 5 | 0 | 0 | 5 |
| ELN 1127 | Television Receiver Circuits & Servicing | 10 | 0 | 18 | 16 |
| TOTALS | | 30 | 0 | 54 | 48 |
| RELATED COURSES | | | | | |
| MAT 100 | Fundamentals of Mathematics | 5 | 0 | 0 | 5 |
| MAT 101 | Algebra I | 5 | 0 | 0 | 5 |
| MAT 1103 | Basic Geometry & Trigonometry | 5 | 0 | 0 | 5 |
| TOTALS | | 15 | 0 | 0 | 15 |
| GENERAL EDUCATION | | | | | |
| ENG 1102 | Communication Skills | 3 | 0 | 0 | 3 |
| ORI 100 | New Student Seminar | 1 | 0 | 0 | 1 |
| PSY 104 | Human Relations | 3 | 0 | 0 | 3 |
| TOTALS | | 7 | 0 | 0 | 7 |
| TOTAL CREDITS for DIPLOMA | | 52 | 0 | 54 | 70 |

ADDITIONAL CREDITS for ADVANCED DIPLOMA

| MAJOR COURSES | CLIN/ | | | CREDIT HOURS |
|--|-------|-----|------|-----------------|
| | CLASS | LAB | SHOP | |
| ELN 1104 Circuit Applications I | 4 | 0 | 9 | 7 |
| ELN 1105 Circuit Applications II | 4 | 0 | 9 | 7 |
| ELN 1108 Digital Concepts I | 3 | 0 | 3 | 4 |
| ELN 1109 Maintenance & Analysis of Electronic Systems | 4 | 0 | 9 | 7 |
| ELN 1110 Digital Concepts II | 3 | 0 | 3 | 4 |
| #ELN1111 Electronic Troubleshooting | 3 | 0 | 0 | 3 |
| TOTALS | 21 | 0 | 33 | 32 |
| Electives | 3 | 0 | 0 | 3 |
| TOTAL CREDITS for ADVANCED DIPLOMA | 76 | 0 | 87 | 105 |

#Cooperative Education Work Experience: Up to 3 credit hours may be substituted for ELN 1111.

Students enrolled full-time and making satisfactory progress should complete the requirements for a regular diploma in four quarters; advanced diploma requirements can be completed in seven quarters. Additional time may be needed to achieve minimum requirements in English, Math or Science.

ELECTRONICS ENGINEERING TECHNOLOGY (T-045)

The Electronics curriculum provides a basic background in electronic related theory, with practical applications of electronics for business and industry. Courses are designed to develop competent electronics technicians who may work as assistants to engineers or as liaisons between engineers and skilled craftspersons.

The electronics technician will start in one or more of the following areas: research, design, development, production, maintenance or sales. The graduate may begin as an electronics technician, engineering aide, laboratory technician, supervisor, or equipment specialist.

COURSE AND HOUR REQUIREMENTS

| MAJOR COURSES | | CLIN/ | | | CREDIT HOURS |
|---------------|--|-----------|-----------|----------|-----------------|
| | | CLASS | LAB | SHOP | |
| ELC 101 | Fundamentals of Electricity I | 4 | 4 | 0 | 6 |
| ELC 102 | Fundamentals of Electricity II | 4 | 4 | 0 | 6 |
| ELC 210 | Rotation Devices | 2 | 2 | 0 | 3 |
| ELN 100 | Introduction to Electronics | 3 | 2 | 0 | 4 |
| ELN 101 | Electronic Instruments & Measurements | 1 | 4 | 0 | 3 |
| ELN 105 | Control Devices | 4 | 4 | 0 | 6 |
| ELN 205 | Application of Transistors | 5 | 6 | 0 | 8 |
| ELN 210 | Semiconductor Circuit Analysis | 5 | 4 | 0 | 7 |
| ELN 211 | Communication Circuits | 4 | 4 | 0 | 6 |
| ELN 214 | Fundamentals of Digital Electronics I | 3 | 0 | 3 | 4 |
| ELN 215 | Fundamentals of Digital Electronics II | 3 | 0 | 3 | 4 |
| ELN 220 | Electronic Systems | 5 | 4 | 0 | 7 |
| ELN 231 | Introduction to Microprocessors | 3 | 0 | 3 | 4 |
| TOTALS | | 46 | 38 | 9 | 68 |

RELATED COURSES

| | | | | | |
|---------------|-------------------|-----------|----------|----------|-----------|
| MAT 101 | Algebra I | 5 | 0 | 0 | 5 |
| MAT 102 | Trigonometry | 5 | 0 | 0 | 5 |
| MAT 103 | Algebra II | 4 | 0 | 0 | 4 |
| MAT 104 | Calculus I | 3 | 0 | 0 | 3 |
| MAT 201 | Calculus II | 3 | 0 | 0 | 3 |
| PHY 101 | Physics | 4 | 2 | 0 | 5 |
| PHY 102 | Physics | 4 | 2 | 0 | 5 |
| PHY 104 | Physics | 3 | 2 | 0 | 4 |
| # | Related Electives | 4 | 0 | 0 | 4 |
| TOTALS | | 35 | 6 | 0 | 38 |

GENERAL EDUCATION

| | | | | | |
|------------------------------|--------------------------|-----|----|---|-----|
| ENG 101 | Grammar & Composition I | 3 | 0 | 0 | 3 |
| ENG 102 | Grammar & Composition II | 3 | 0 | 0 | 3 |
| ENG 103 | Report Writing | 3 | 0 | 0 | 3 |
| ENG 204 | Oral Communications | 3 | 0 | 0 | 3 |
| ORI 100 | New Student Seminar | 1 | 0 | 0 | 1 |
| # | Social Science Electives | 6 | 0 | 0 | 6 |
| TOTALS | | 19 | 0 | 0 | 19 |
| Electives | | 3 | 0 | 0 | 3 |
| TOTAL CREDITS for AAS DEGREE | | 103 | 44 | 9 | 128 |

*Recommended Electives

Related Electives:
CSC 112, 114, 147; DFT 107, 110; ELN 245; MEC 112

Social Science Electives:
PSY 102, 104; SOC 102, 103

#Cooperative Education Work Experience: Up to 6 credit hours may be taken in lieu of required electives.

Students enrolled full-time and making satisfactory progress should complete this program in seven quarters. Additional time may be needed to achieve minimum requirements in English, Math or Science.

COURSE AND HOUR REQUIREMENTS FOR CERTIFICATE:

| MAJOR COURSES | | CLIN/ CLASS LAB | | CREDIT SHOP | HOURS |
|---------------|--|-----------------|----|-------------|-------|
| ELC 101 | Fundamentals of Electricity I | 4 | 4 | 0 | 6 |
| ELC 102 | Fundamentals of Electricity II | 4 | 4 | 0 | 6 |
| ELN 100 | Introduction to Electronics | 3 | 2 | 0 | 4 |
| ELN 105 | Control Devices | 4 | 4 | 0 | 6 |
| ELN 214 | Fundamentals of Digital Electronics I | 3 | 0 | 3 | 4 |
| ELN 215 | Fundamentals of Digital Electronics II | 3 | 0 | 3 | 4 |
| TOTALS | | 21 | 14 | 6 | 30 |

GENERAL EDUCATION

| | | | | |
|---|-----------|-----------|----------|-----------|
| ORI 100 New Student Seminar | <u>1</u> | <u>0</u> | <u>0</u> | <u>1</u> |
| TOTAL CREDITS REQUIRED FOR CERTIFICATE | 22 | 14 | 6 | 31 |



GENERAL TECHNOLOGY CURRICULUM CORE (T-201)

General Technology Curriculum Core is designed as a career mobility program for technical students to acquire the general education and related courses in subject areas such as humanities; communications; social sciences; general computer studies; general graphics (drafting); and theoretical and applied sciences such as biology, chemistry, physics, and mathematics that are foundation courses to specific curriculums in the technical field. After completion of this certificate curriculum, the student has job skills for occupations requiring communications skills and/or science and mathematics. The student may take this program as the first level in a specific technical curriculum as an intended objective component of that technical curriculum. Students may also take this program for transfer to a technical curriculum at another community college system institution either prior to or concurrently with enrollment at the institution at which they intend to pursue or are pursuing a technical curriculum degree.

COURSE AND HOUR REQUIREMENTS

| | CLIN/ CLASS | LAB | SHOP | CREDIT HOURS |
|--|----------------|-----|------|-----------------|
|--|----------------|-----|------|-----------------|

RELATED COURSES (24 HOURS FROM THE FOLLOWING)

| | | | | | |
|----------|-----------------------------------|---|---|---|---|
| BIO 100 | Human Biology | 5 | 0 | 0 | 5 |
| BIO 101 | Basic Anatomy & Physiology | 5 | 0 | 0 | 5 |
| BIO 101A | Basic Anatomy & Physiology Lab | 0 | 2 | 0 | 1 |
| BIO 120 | Principles of Disease | 3 | 2 | 0 | 4 |
| BIO 151 | Human Anatomy & Physiology I | 3 | 2 | 0 | 4 |
| BIO 152 | Human Anatomy & Physiology II | 3 | 2 | 0 | 4 |
| BIO 153 | Human Anatomy & Physiology III | 3 | 2 | 0 | 4 |
| BIO 206 | Microbiology | 3 | 2 | 0 | 4 |
| BIO 251 | Cells & Plants | 3 | 2 | 0 | 4 |
| BIO 252 | Animal Biology | 3 | 2 | 0 | 4 |
| BIO 253 | Evolution & Ecology | 3 | 2 | 0 | 4 |
| CAS 101 | Personal Computer Familiarization | 2 | 2 | 0 | 3 |
| CHM 105 | General Chemistry | 3 | 2 | 0 | 4 |
| CHM 106 | Organic & Biochemistry | 3 | 2 | 0 | 4 |
| CHM 110 | Chemistry for Health Sciences | 3 | 2 | 0 | 4 |
| CHM 251 | Inorganic Chemistry | 3 | 2 | 0 | 4 |
| CHM 252 | Organic Chemistry | 3 | 2 | 0 | 4 |
| CHM 253 | Biochemistry | 3 | 2 | 0 | 4 |
| CHM 260 | Nutrition | 3 | 0 | 0 | 3 |
| HEA 151 | Personal & Community Health | 3 | 0 | 0 | 3 |
| LIB 151 | Library Research Skills | 2 | 0 | 0 | 2 |
| MAT 100 | Fundamentals of Mathematics | 5 | 0 | 0 | 5 |
| MAT 101 | Algebra I | 5 | 0 | 0 | 5 |
| MAT 102 | Trigonometry | 5 | 0 | 0 | 5 |
| MAT 103 | Algebra II | 4 | 0 | 0 | 4 |
| MAT 104 | Calculus | 3 | 0 | 0 | 3 |
| MAT 114 | Medical Dosage Calculations | 2 | 0 | 0 | 2 |

| | | | | | |
|---------|-----------------------------------|---|---|---|---|
| MAT 145 | Intermediate Algebra | 4 | 0 | 0 | 4 |
| MAT 151 | College Algebra | 5 | 0 | 0 | 5 |
| OSC 248 | Medical Insurance | 5 | 0 | 0 | 5 |
| PHY 101 | Physics | 4 | 2 | 0 | 5 |
| PHY 102 | Physics | 4 | 2 | 0 | 5 |
| PHY 104 | Physics | 3 | 2 | 0 | 4 |
| PHY 120 | Introduction to the Metric System | 3 | 0 | 0 | 3 |
| PSY 120 | Human Growth & Development | 3 | 0 | 0 | 3 |
| PSY 270 | Child Psychology | 5 | 0 | 0 | 5 |
| PSY 280 | Abnormal Psychology | 3 | 0 | 0 | 3 |
| SOC 160 | Courtship & Marriage | 5 | 0 | 0 | 5 |

GENERAL EDUCATION COURSES (20 HOURS FROM THE FOLLOWING)

| | | | | | |
|----------|----------------------------|---|---|---|---|
| *ENG 101 | Grammar & Composition I | 3 | 0 | 0 | 3 |
| *ENG 102 | Grammar & Composition II | 3 | 0 | 0 | 3 |
| ENG 103 | Report Writing | 3 | 0 | 0 | 3 |
| ENG 161 | Composition I | 5 | 0 | 0 | 5 |
| ENG 162 | Composition II | 5 | 0 | 0 | 5 |
| ENG 204 | Oral Communications | 3 | 0 | 0 | 3 |
| *ORI 100 | New Student Seminar | 1 | 0 | 0 | 1 |
| ORI 101 | Study & Test Taking Skills | 1 | 0 | 0 | 1 |
| PSY 102 | General Psychology | 3 | 0 | 0 | 3 |
| PSY 104 | Human Relations | 3 | 0 | 0 | 3 |
| PSY 106 | Applied Psychology | 3 | 0 | 0 | 3 |
| PSY 155 | General Psychology | 5 | 0 | 0 | 5 |
| SOC 102 | Principles of Sociology | 3 | 0 | 0 | 3 |
| SOC 151 | Sociology | 5 | 0 | 0 | 5 |
| SPH 151 | Voice & Diction | 3 | 0 | 0 | 3 |
| SPH 160 | Public Speaking | 3 | 0 | 0 | 3 |
| | Electives | 6 | 0 | 0 | 6 |

* All students required to take courses indicated by asterisk

| | |
|---|-----------|
| RELATED COURSE HOURS | 24 |
| GENERAL EDUCATION HOURS | 20 |
| ELECTIVES | 6 |
| TOTAL HOURS REQUIRED for CERTIFICATE | 50 |

HEALTH INFORMATION TECHNOLOGY (T-053)

The Health Information Technology curriculum prepares the individual with the knowledge and skills to process, maintain, compile and report health information.

Technical knowledge and skills for the Health Information Technician include those necessary to assemble, analyze, abstract and maintain medical records; supervise medical record department functions, classify/code and index diagnoses and procedures for reimbursement, statistical and administrative purposes; provide information for cost control, assurance of quality health care, marketing and planning for health services and risk management; prepare reports for health-related organizations such as federal, state and regulatory agencies and those responsible for health care reimbursement; complete research studies such as those done to review the quality of medical care; and maintain the confidentiality and security of patient information.

Graduates may find employment in hospitals, rehabilitation facilities, nursing homes, health insurance organizations, out-patient clinics, and mental health facilities.

A graduate of an accredited program is eligible to apply to write the national qualifying examination for certification as an Accredited Record Technician (ART).

Courses in the following areas would be helpful to students: computer science, biology, health occupations and typing.

COURSE AND HOUR REQUIREMENTS

| MAJOR COURSES | | CLASS | LAB | CLIN/ SHOP | CREDIT HOURS |
|---------------|--|-----------|-----------|---------------|-----------------|
| MRE 102 | Orientation to MRT | 3 | 0 | 0 | 3 |
| MRE 110 | Medical Record Content & Maintenance | 4 | 2 | 0 | 5 |
| MRE 115 | Medical Record Standards & Regulations | 3 | 0 | 0 | 3 |
| MRE 203 | Medical Record Statistics | 2 | 4 | 0 | 4 |
| MRE 204 | Introduction to Medical Record Transcription | 1 | 4 | 0 | 3 |
| MRE 205 | Quality Assurance in Health Care | 2 | 2 | 0 | 3 |
| MRE 206 | Legal Aspects of Medical Records | 4 | 0 | 0 | 4 |
| MRE 207 | Computers in Health Care | 2 | 2 | 0 | 3 |
| MRE 210 | Basic ICD-9-CM Coding | 2 | 4 | 0 | 4 |
| MRE 211 | Intermediate Coding | 2 | 4 | 0 | 4 |
| MRE 212 | Advanced Coding Concepts | 2 | 2 | 0 | 3 |
| MRE 220 | Directed Practice I | 0 | 0 | 6 | 2 |
| MRE 221 | Directed Practice II | 0 | 0 | 12 | 4 |
| MRE 222 | Directed Practice III | 0 | 0 | 12 | 4 |
| MRE 223 | Medical Record Seminar | 3 | 0 | 0 | 3 |
| OSC 120 | Terminology & Vocabulary: Medical I | 2 | 2 | 0 | 3 |
| OSC 121 | Terminology & Vocabulary: Medical II | 2 | 2 | 0 | 3 |
| TOTALS | | 34 | 28 | 30 | 58 |

RELATED COURSES

| | | | | | |
|---------------|--|-----------|----------|----------|-----------|
| BIO 107 | Anatomy & Physiology I | 4 | 2 | 0 | 5 |
| BIO 108 | Anatomy & Physiology II | 4 | 2 | 0 | 5 |
| BIO 120 | Principles of Disease | 3 | 2 | 0 | 4 |
| BIO 206 | MicroBiology | 3 | 2 | 0 | 4 |
| BUS 230 | Office Management | 3 | 0 | 0 | 3 |
| BUS 272 | Principles of Supervision | 3 | 0 | 0 | 3 |
| CAS 100 | Introduction to Microcomputer Applications | 2 | 0 | 3 | 3 |
| +MAT 101 | Algebra I | 5 | 0 | 0 | 5 |
| TOTALS | | 27 | 8 | 3 | 32 |

GENERAL EDUCATION COURSES

| | | | | | |
|-------------------------------------|--------------------------|-----------|-----------|-----------|------------|
| +ENG 101 | Grammar & Composition I | 3 | 0 | 0 | 3 |
| +ENG 102 | Grammar & Composition II | 3 | 0 | 0 | 3 |
| ENG 103 | Report Writing | 3 | 0 | 0 | 3 |
| ORI 100 | New Student Seminar | 1 | 0 | 0 | 1 |
| PSY 155 | General Psychology | 5 | 0 | 0 | 5 |
| SOC 102 | Principles of Sociology | 3 | 0 | 0 | 3 |
| SPH 151 | Voice & Diction | 3 | 0 | 0 | 3 |
| TOTALS | | 21 | 0 | 0 | 21 |
| Electives | | 3 | 0 | 0 | 3 |
| TOTAL CREDITS for AAS DEGREE | | 85 | 36 | 33 | 114 |

+May substitute appropriate college transfer courses (ENG 161, ENG 162, MAT 151).

Cooperative Education Work Experience is not allowed.

Students enrolled full-time and making satisfactory progress should complete this program in seven quarters. Additional time may be needed to achieve minimum requirements in English, Math or Science.

This program has accreditation by the Committee on Allied Health Education and Accreditation of the American Medical Association in cooperation with the Council on Education of the American Health Information Management Association.

HOSPITAL WARD SECRETARY (V-066)

The Hospital Ward Secretary (Clerk) curriculum is an eleven week or one quarter program designed to prepare an individual to perform a variety of clerical duties such as maintaining patients' charts, requesting equipment and services for patients, requesting supplies and equipment for the nursing unit, and completing forms correctly.

Employment opportunities are available in doctors' offices, clinics, hospitals and other health agencies as hospital ward clerks or hospital ward secretaries.

COURSE AND HOUR REQUIREMENTS

| MAJOR COURSES | | CLASS | LAB | CLIN/ SHOP | CREDIT HOURS |
|--------------------------------------|--|-----------|----------|---------------|-----------------|
| OSC 1100 | Hospital Ward Secretary: Theory and Practice | 12 | 0 | 12 | 16 |
| RELATED COURSES | | | | | |
| PSY 104 | Human Relations | 3 | 0 | 0 | 3 |
| GENERAL EDUCATION | | | | | |
| ENG 1102 | Communication Skills | <u>3</u> | <u>0</u> | <u>0</u> | <u>3</u> |
| TOTAL CREDITS for CERTIFICATE | | 18 | 0 | 12 | 22 |

Cooperative Education Work Experience is not allowed.

Students should complete this program in one quarter.

HUMAN SERVICES TECHNOLOGY (T-136)

The Human Services Technology curriculum is designed to prepare graduates for entry into a variety of positions in institutions and agencies which provide social, community and educational services to people. Along with the human services courses, the curriculum provides for electives that allow the student to specialize in a specific work interest area. During the last five quarters, emphasis is placed on the development of relevant knowledge and skills pertinent to the chosen area. Internships in one or more areas of human services are included in the final phases of the curriculum.

Graduates may find employment in child care agencies, family services agencies, hospitals, mental health centers, public welfare departments, schools, and rehabilitation agencies.

Individuals desiring a career in Human Services Technology should, if possible, take biology, psychology and sociology courses prior to entering the program.

COURSE AND HOUR REQUIREMENTS

| MAJOR COURSES | CLIN/ | | | CREDIT HOURS |
|--|-----------|-----------|-----------|-----------------|
| | CLASS | LAB | SHOP | |
| +HSE 102 Orientation Lab I | 0 | 2 | 0 | 1 |
| HSE 111 Introduction to Human Services | 3 | 0 | 3 | 4 |
| HSE 112 Group Processes I | 1 | 0 | 3 | 2 |
| HSE 112P Practicum I | 1 | 0 | 6 | 3 |
| HSE 113 Group Processes II | 1 | 0 | 3 | 2 |
| HSE 113P Practicum II | 1 | 0 | 6 | 3 |
| HSE 114 Interviewing & Counseling | 3 | 2 | 0 | 4 |
| HSE 115 Field Experience | 2 | 0 | 30 | 12 |
| HSE 120 Activities in Human Services | 2 | 2 | 0 | 3 |
| +HSE 202 Orientation Lab II | 0 | 2 | 0 | 1 |
| HSE 210P Practicum III | 1 | 0 | 6 | 3 |
| HSE 215 Human Services Seminar | 3 | 0 | 0 | 3 |
| HSE 216 Group Processes III | 1 | 0 | 3 | 2 |
| HSE 227 Therapeutic Communities | 1 | 2 | 0 | 2 |
| MHT 201 Mental Health Care | 4 | 0 | 4 | 5 |
| MHT 209 Treatment Modalities | 4 | 2 | 0 | 5 |
| MHT 225 Crisis Intervention | 4 | 0 | 0 | 4 |
| PSY 221 Learning & Behavior | 5 | 2 | 0 | 6 |
| PSY 223 Addictive Behavior | 3 | 0 | 0 | 3 |
| TOTALS | 40 | 14 | 64 | 68 |

RELATED COURSES

| | | | | |
|----------------------------|---|---|---|---|
| BIO 100 Human Biology | 5 | 0 | 0 | 5 |
| PSY 111 Behavior Disorders | 5 | 0 | 0 | 5 |

| | | | | | |
|---------------|----------------------------------|-----------|----------|----------|-----------|
| PSY 222 | Exceptionality | 5 | 0 | 0 | 5 |
| PSY 230 | Psychology & Physiology of Aging | 3 | 0 | 0 | 3 |
| SOC 160 | Courtship & Marriage | 5 | 0 | 0 | 5 |
| TOTALS | | 23 | 0 | 0 | 23 |

GENERAL EDUCATION

| | | | | | |
|---------------|----------------------------|-----------|----------|----------|-----------|
| ENG 101 | Grammar & Composition I | 3 | 0 | 0 | 3 |
| ENG 102 | Grammar & Composition II | 3 | 0 | 0 | 3 |
| ENG 103 | Report Writing | 3 | 0 | 0 | 3 |
| ORI 100 | New Student Seminar | 1 | 0 | 0 | 1 |
| PSY 120 | Human Growth & Development | 3 | 0 | 0 | 3 |
| PSY 155 | General Psychology | 5 | 0 | 0 | 5 |
| SPH 160 | Public Speaking | 3 | 0 | 0 | 3 |
| TOTALS | | 21 | 0 | 0 | 21 |

| | | | | | |
|-------------------------------------|-----------|-----------|-----------|-----------|------------|
| # | Electives | 3 | 0 | 0 | 3 |
| TOTAL CREDITS for AAS DEGREE | | 87 | 14 | 64 | 115 |

+One (1) credit hour from the following may be substituted for HSE 102 or HSE 202:

| | | | | | |
|-------------------|----------------------------|---|---|---|---|
| HSE 108 | Change Agency Lab I | 0 | 0 | 3 | 1 |
| HSE 131, 132, 133 | Readings in Human Services | 0 | 2 | 0 | 1 |
| HSE 210 | Change Agency Lab II | 0 | 0 | 3 | 1 |
| HSE 231, 232, 233 | Research in Human Services | 0 | 2 | 0 | 1 |

#Cooperative Education Work Experience: Up to 3 credit hours may be taken in lieu of required electives.

Students enrolled full-time and making satisfactory progress should complete this program in seven quarters.

Additional time may be needed to achieve minimum requirements in English, Math or Science.

This program has program approval by Council for Standards in Human Service Education.

IMAGING TECHNOLOGY (T-223) (Technical Specialty)

Individuals entering this curriculum must be registered or registry eligible radiologic technologists (by the American Registry of Radiologic Technologists).

Imaging Technology, a specialty for radiographers, is an advanced allied health career which prepares the individual to use specialized equipment to visualize the internal body structures and to image the blood vessels. Graduates gain knowledge and skills at an entry level of proficiency in cardiovascular and vascular techniques, computed tomography and magnetic resonance imaging. The imaging technologist works in conjunction with physicians in performing the special diagnostic procedures. The technologist, through academic and clinical studies, is prepared to provide patient care while performing the advanced non-invasive/invasive radiographic procedures.

Imaging technologists may find employment in hospitals and facilities where vascular/interventional, cardiovascular/interventional, computerized tomography scanning, and magnetic resonance imaging are performed. Responsibilities would include operation of advanced radiographic and other specialty equipment, emergency patient care, professional communication, quality assurance, and radiation protection.

COURSE AND HOUR REQUIREMENTS

| MAJOR COURSES | | CLASS | LAB | CLIN/ SHOP | CREDIT HOURS |
|---------------|------------------------------------|-----------|----------|---------------|-----------------|
| RAD 254 | Patient Care & Procedures | 3 | 4 | 0 | 5 |
| RAD 255 | Clinical Education | 0 | 0 | 6 | 2 |
| RAD 256 | Clinical Education | 0 | 0 | 6 | 2 |
| RAD 257 | Clinical Education | 0 | 0 | 36 | 12 |
| RAD 258 | Clinical Education | 0 | 0 | 36 | 12 |
| RAD 259 | Pharmacology for Radiographers | 3 | 0 | 0 | 3 |
| *RAD261 | CT & MRI Physics & Equipment | 6 | 0 | 0 | 6 |
| RAD 263 | CT & MRI Procedures | 6 | 0 | 0 | 6 |
| RAD 265 | Cross-Sectional Anatomy | 4 | 0 | 0 | 4 |
| RAD 268 | MRI & CT Seminar | 4 | 0 | 0 | 4 |
| or | | | | | |
| RAD 262 | Vascular/Interventional Procedures | | | | |
| RAD 264 | Cardiovascular Procedures | | | | |
| RAD 266 | Vascular Anatomy | | | | |
| RAD 267 | Vascular/Cardiovascular Seminar | | | | |
| TOTALS | | 26 | 4 | 84 | 56 |

RELATED COURSES

| | | | | | |
|---------|-----------|---|---|---|---|
| MAT 101 | Algebra I | 5 | 0 | 0 | 5 |
|---------|-----------|---|---|---|---|

| | | | | | |
|---------------|-------------------------------|----------|----------|----------|----------|
| SAF 111 | Cardiopulmonary Resuscitation | 1 | 0 | 0 | 1 |
| TOTALS | | <u>6</u> | <u>0</u> | <u>0</u> | <u>6</u> |

GENERAL EDUCATION

| | | | | | |
|----------------------------------|-------------------------|------------------|-----------------|------------------|------------------|
| CSC 112 | BASIC I | 2 | 2 | 0 | 3 |
| ENG 101 | Grammar & Composition I | 3 | 0 | 0 | 3 |
| ORI 100 | New Student Seminar | 1 | 0 | 0 | 1 |
| PSY 102 | General Psychology | 3 | 0 | 0 | 3 |
| TOTALS | | <u>9</u> | <u>2</u> | <u>0</u> | <u>10</u> |
| TOTAL CREDITS FOR DIPLOMA | | <u><u>41</u></u> | <u><u>6</u></u> | <u><u>84</u></u> | <u><u>72</u></u> |

Cooperative Education Work Experience is not allowed.

***NOTE:**
 The Imaging Technology student must choose to specialize in one of two tracks: invasive (cardiovascular/vascular intervention) or non-invasive (MRI/CT). Didactic and observational clinical instruction will be provided for that chosen track.

INDUSTRIAL CONSTRUCTION TECHNOLOGY (T-231)

The Industrial Construction Technology curriculum is designed to prepare students for a diversity of jobs in the construction industry. A wide range of basic technical skills is provided in the mechanical and electrical areas. More advanced and specialized skills are gained in the second year, as the students pursue their choices of technical electives.

Graduates should find employment as technicians with either industrial or construction firms. Students who choose to acquire only the skills training may find employment as skilled/semi-skilled craftsmen in the construction or maintenance of industrial facilities.

COURSE AND HOUR REQUIREMENTS

| MAJOR COURSES | | CLIN/ CREDIT | | | |
|---------------|------------------------------|--------------|-----|------------|----|
| | | CLASS | LAB | SHOP HOURS | |
| ELC 112 | Alternating & Direct Current | 2 | 0 | 6 | 4 |
| HYD 235 | Hydraulics/Pneumatics | 3 | 0 | 3 | 4 |
| ISC 102 | Industrial Safety | 3 | 0 | 0 | 3 |
| MEC 103 | Basic Shop Practices | 3 | 0 | 3 | 4 |
| #MEC115 | Equipment Installations I | 0 | 0 | 6 | 2 |
| MEC 209 | Materials & Fasteners | 2 | 0 | 3 | 3 |
| MEC 210 | Physical Metallurgy | 3 | 0 | 3 | 4 |
| MEC 222 | Rigging & Material Handling | 2 | 0 | 3 | 3 |
| PFT 101 | Piping & Valves | 3 | 0 | 3 | 4 |
| WLD 121 | Arc Welding | 2 | 0 | 6 | 4 |
| * | Technical Electives | 18 | 0 | 0 | 18 |
| TOTALS | | 41 | 0 | 36 | 53 |

RELATED COURSES

| | | | | | |
|---------------|-----------------------------------|-----------|----------|----------|-----------|
| BPR 104 | Blueprint Reading: Mechanical | 3 | 0 | 0 | 3 |
| BPR 111 | Construction Plans/Sitework | 1 | 2 | 0 | 2 |
| BUS 272 | Principles of Supervision | 3 | 0 | 0 | 3 |
| CAS 101 | Personal Computer Familiarization | 2 | 2 | 0 | 3 |
| DFT 103 | Drafting & Sketching | 1 | 0 | 3 | 2 |
| DFT 110 | Computer Aided Drafting | 1 | 0 | 3 | 2 |
| MAT 100 | Fundamentals of Mathematics | 5 | 0 | 0 | 5 |
| MAT 101 | Algebra I | 5 | 0 | 0 | 5 |
| PHY 111 | Applied Science | 3 | 2 | 0 | 4 |
| TOTALS | | 24 | 6 | 6 | 29 |

GENERAL EDUCATION

| | | | | | |
|------------------------------|--------------------------|----|---|----|-----|
| ENG 101 | Grammar & Composition I | 3 | 0 | 0 | 3 |
| ENG 102 | Grammar & Composition II | 3 | 0 | 0 | 3 |
| ENG 103 | Report Writing | 3 | 0 | 0 | 3 |
| ENG 204 | Oral Communications | 3 | 0 | 0 | 3 |
| ORI 100 | New Student Seminar | 1 | 0 | 0 | 1 |
| PSY 106 | Applied Psychology | 3 | 0 | 0 | 3 |
| * | Social Science Elective | 3 | 0 | 0 | 3 |
| TOTALS | | 19 | 0 | 0 | 19 |
| Electives | | 6 | 0 | 0 | 6 |
| TOTAL CREDITS for AAS DEGREE | | 90 | 6 | 42 | 107 |

*Recommended Electives

Technical Electives:
ELC 113, 125, 126, 127, 130; ELN 114, 118, 119, 120; MEC 105, 106, 111, 131, 132, 133, 223; PFT 102, 103, 104

Social Science Electives:
PSY 102, 104, 120, 228; SOC 100, 102, 103

#Cooperative Education Work Experience: Up to 2 hours credit may be substituted for MEC 115.

Students enrolled full-time and making satisfactory progress should complete this program in seven quarters. Additional time may be needed to achieve minimum requirements in English, Math or Science.



INDUSTRIAL ELECTRICAL/ELECTRONICS TECHNICIAN (T-212)

This curriculum is designed to train technicians for jobs in industry requiring knowledge of electrical and electronic installation, repair, maintenance, and service. Courses are designed to develop technicians competent in the practical applications of electrical/electronic theory and procedures for industrial machines and controls. Students learn code requirements, to read blueprints and schematics, to determine repair procedures, and to make necessary repairs and/or adjustments.

The graduate of this curriculum is prepared to maintain and service industrial electrical/electronic equipment found in most industrial plants.

COURSE AND HOUR REQUIREMENTS

| MAJOR COURSES | | CLASS | LAB | CLIN/ SHOP | CREDIT HOURS |
|-----------------------------------|---|-----------|-----------|---------------|-----------------|
| ELC 103 | Basic Wiring Practices I | 2 | 0 | 6 | 4 |
| ELC 104 | Basic Wiring Practices II | 3 | 0 | 9 | 6 |
| ELC 106 | National Electrical Code | 4 | 0 | 0 | 4 |
| ELC 107 | Industrial Control Fundamentals | 3 | 0 | 12 | 7 |
| ELC 108 | Electrical Blueprints and Schematics | 3 | 0 | 0 | 3 |
| ELC 110 | Commercial and Industrial Wiring | 5 | 0 | 12 | 9 |
| ELC 111 | Introduction to Programmable Logic Controllers | 3 | 2 | 0 | 4 |
| ELC 114 | Direct Current | 3 | 0 | 6 | 5 |
| ELC 115 | Alternating Current | 2 | 4 | 0 | 4 |
| ELC 116 | Electrical Estimating | 1 | 2 | 0 | 2 |
| ELN 114 | Industrial Electronics | 3 | 0 | 3 | 4 |
| TOTALS | | 32 | 8 | 48 | 52 |
| RELATED COURSES | | | | | |
| BPR 101 | Blueprint Reading for Construction Trades | 3 | 0 | 0 | 3 |
| CSC 104 | Introduction to Computers: Operating 2 Systems | 2 | 0 | 3 | |
| MAT 100 | Fundamentals of Mathematics | 5 | 0 | 0 | 5 |
| PHY 111 | Applied Science | 3 | 2 | 0 | 4 |
| TOTALS | | 13 | 4 | 0 | 15 |
| GENERAL EDUCATION COURSES | | | | | |
| ENG 101 | Grammar & Composition I | 3 | 0 | 0 | 3 |
| ORI 100 | New Student Seminar | 1 | 0 | 0 | 1 |
| PSY 104 | Human Relations | 3 | 0 | 0 | 3 |
| TOTALS | | 7 | 0 | 0 | 7 |
| TOTALS CREDITS FOR DIPLOMA | | 52 | 12 | 48 | 74 |

ADDITIONAL CREDITS FOR AAS DEGREE

MAJOR COURSES

| | | | | | |
|---------------|---|-----------|----------|-----------|-----------|
| ELC 201 | PLC Applications | 2 | 0 | 12 | 6 |
| ELC 202 | Electrical Maintenance | 3 | 0 | 6 | 5 |
| ELC 203 | Industrial Instrumentation and Controls | 3 | 0 | 0 | 3 |
| ELN 201 | Digital Fundamentals | 4 | 4 | 0 | 6 |
| TOTALS | | 12 | 4 | 18 | 20 |

RELATED COURSES

| | | | | | |
|---------------|--|-----------|----------|----------|-----------|
| HYD 140 | Hydraulics and Pneumatics Fundamentals | 3 | 2 | 0 | 4 |
| ISC 102 | Industrial Safety | 3 | 0 | 0 | 3 |
| MAT 101 | Algebra I | 5 | 0 | 0 | 5 |
| MEC 120 | Fundamental Mechanisms | 2 | 4 | 0 | 4 |
| TOTALS | | 13 | 6 | 0 | 16 |

GENERAL EDUCATION COURSES

| | | | | | |
|---------------|-----------------------------|-----------|----------|----------|-----------|
| ENG 103 | Report Writing | 3 | 0 | 0 | 3 |
| ENG 204 | Oral Communications | 3 | 0 | 0 | 3 |
| | General Education Electives | 6 | 0 | 0 | 6 |
| TOTALS | | 12 | 0 | 0 | 12 |

| | | | | |
|-------------------------------------|-----------|-----------|-----------|------------|
| Elective | 3 | 0 | 0 | 3 |
| TOTAL CREDITS FOR AAS DEGREE | 92 | 22 | 66 | 125 |

Recommended General Education Electives:

ENG 102, 251, 252, 261, 262; PHI 151; PSY 102, 155; REL 151, 160, 161; SOC 100, 102, 151; SPA 151

Students enrolled full-time and making satisfactory progress should complete this program in seven quarters.

Additional time may be needed to achieve minimum requirements in English, Math or Science.

INDUSTRIAL MAINTENANCE (V-028)

The curriculum in Industrial Maintenance prepares students to repair and maintain machinery, electrical wiring and fixtures, and hydraulic and pneumatic devices found in industrial establishments.

Industrial maintenance persons may be required to install, maintain, and service mechanical equipment; follow blueprints and sketches; and use hand tools, metalworking machines, measuring instruments, and testing instruments. They operate metalworking machines such as the lathe, milling machine, and drill press to make repairs. They use the micrometer and calipers to verify dimensions. They assemble wires, insulation, and electrical components using hand tools and soldering equipment. They test electrical circuits and components to locate shorts, faulty connections, and defective parts. They inspect, test, and repair hydraulic equipment.

COURSE AND HOUR REQUIREMENTS

| MAJOR COURSES | | | CLASS | LAB | CLIN/ SHOP | CREDIT HOURS |
|---------------|------|---|-------|-----|---------------|-----------------|
| +AHR | 1102 | Introduction to Cooling & Heating Systems | 3 | 0 | 9 | 6 |
| BPR | 1113 | Blueprint Reading & Sketching: Electrical | 3 | 0 | 0 | 3 |
| ELC | 1112 | Direct & Alternating Current | 5 | 0 | 12 | 9 |
| ELC | 1113 | AC & DC Machines & Controls | 5 | 0 | 12 | 9 |
| HYD | 1140 | Hydraulic & Pneumatic Fundamentals | 3 | 0 | 3 | 4 |
| #ISC | 1101 | Industrial Safety | 3 | 0 | 0 | 3 |
| MNT | 1133 | Electrical & Mechanical Maintenance | 3 | 0 | 6 | 5 |
| MNT | 1134 | Electrical & Mechanical Maintenance | 3 | 0 | 6 | 5 |
| PLU | 1110 | Plumbing Pipework | 2 | 0 | 6 | 4 |
| TOTALS | | | 30 | 0 | 54 | 48 |

RELATED COURSES

| | | | | |
|--|-----------|----------|----------|-----------|
| BPR 1104 Blueprint Reading: Mechanical | 3 | 0 | 0 | 3 |
| BUS 1105 Industrial Organization | 3 | 0 | 0 | 3 |
| MAT 100 Fundamentals of Mathematics | 5 | 0 | 0 | 5 |
| PHY 1101 Applied Science | 3 | 2 | 0 | 4 |
| WLD 1102 Basic Gas Welding | 0 | 0 | 3 | 1 |
| WLD 1103 Basic Arc Welding | 0 | 0 | 3 | 1 |
| TOTALS | 14 | 2 | 6 | 17 |

GENERAL EDUCATION

| | | | | |
|-------------------------------|---|---|---|---|
| ENG 1102 Communication Skills | 3 | 0 | 0 | 3 |
| ORI 100 New Student Seminar | 1 | 0 | 0 | 1 |

| | | | | |
|----------------------------------|-----------|----------|-----------|-----------|
| PSY 1101 Human Relations | 3 | 0 | 0 | 3 |
| RED 1101 Reading Improvement | 2 | 0 | 0 | 2 |
| TOTALS | <u>9</u> | <u>0</u> | <u>0</u> | <u>9</u> |
| TOTAL CREDITS for DIPLOMA | <u>53</u> | <u>2</u> | <u>60</u> | <u>74</u> |

+AHR 1103 and AHR 1104 are equivalent to AHR 1102

#Cooperative Education Work Experience: Up to 3 credit hours may be substituted for ISC 1101.

Students enrolled full-time and making satisfactory progress should complete this program in four quarters.

Additional time may be needed to achieve minimum requirements in English, Math or Science.

INDUSTRIAL MAINTENANCE TECHNOLOGY (T-119)

The Industrial Maintenance Technology curriculum is designed to prepare entry-level technicians for servicing, maintaining, repairing and/or installing equipment for a wide range of production industries. Instruction will include theory and practical skill training needed for inspecting, testing, troubleshooting and diagnosing industrial equipment failure problems.

Basic skills in electricity, metal machining, welding, hydraulics/pneumatics, blueprint reading, rigging, piping and pumps, mechanics, air conditioning and heating and programmable logic controllers will be studied.

Students will also be introduced to current maintenance practices and trends such as preventive/predictive maintenance, quality management methods and computerized maintenance management systems.

COURSE AND HOUR REQUIREMENTS

| MAJOR COURSES | | CLASS LAB | | CLIN/ SHOP | CREDIT HOURS |
|---------------|---|-----------|----------|---------------|-----------------|
| | | | | | |
| AHR 101 | Air Conditioning & Refrigeration | 3 | 0 | 3 | 4 |
| AHR 201 | Principles of Heating | 3 | 0 | 3 | 4 |
| ELC 112 | Alternating & Direct Current | 2 | 0 | 6 | 4 |
| ELC 113 | Alternating Current & Direct Current Machines & Controls | 2 | 0 | 6 | 4 |
| ELC 119 | Industrial Electric Controls & Systems | 2 | 0 | 6 | 4 |
| ELC 121 | Electrical Troubleshooting | 1 | 0 | 3 | 2 |
| HYD 235 | Hydraulics & Pneumatics | 3 | 0 | 3 | 4 |
| MEC 101 | Machine Processes | 3 | 0 | 3 | 4 |
| MEC 102 | Machine Processes | 3 | 0 | 3 | 4 |
| MEC 114 | Shop Practice | 1 | 0 | 6 | 3 |
| MEC 210 | Physical Metallurgy | 3 | 0 | 3 | 4 |
| MEC 222 | Rigging & Material Handling | 2 | 0 | 3 | 3 |
| MNT 298 | Maintenance Problems I | 2 | 0 | 3 | 3 |
| MNT 299 | Maintenance Problems II | 2 | 0 | 3 | 3 |
| WLD 120 | Oxyacetylene Welding | 2 | 0 | 3 | 3 |
| WLD 121 | Arc Welding | 2 | 0 | 6 | 4 |
| WLD 122 | Commercial & Industrial Practice | 2 | 0 | 3 | 3 |
| TOTALS | | 38 | 0 | 66 | 60 |

RELATED COURSES

| | | | | | |
|---------|-------------------------------|---|---|---|---|
| BPR 104 | Blueprint Reading: Mechanical | 3 | 0 | 0 | 3 |
| BPR 105 | Blueprint Reading & Sketching | 3 | 0 | 0 | 3 |
| BUS 272 | Principles of Supervision | 3 | 0 | 0 | 3 |
| DFT 101 | Technical Drafting | 1 | 0 | 3 | 2 |

| | | | | | |
|---------|--------------------------------------|---|---|---|---|
| ISC 102 | Industrial Safety | 3 | 0 | 0 | 3 |
| ISC 201 | Industrial Organization & Management | 3 | 0 | 0 | 3 |
| ISC 202 | Quality Control | 3 | 0 | 0 | 3 |
| MAT 100 | Fundamentals of Mathematics | 5 | 0 | 0 | 5 |
| MNT 205 | Maintenance Management | 3 | 0 | 0 | 3 |
| PHY 120 | Introduction to the Metric System | 3 | 0 | 0 | 3 |

TOTALS

| | | | |
|-----------|----------|----------|-----------|
| 30 | 0 | 3 | 31 |
|-----------|----------|----------|-----------|

GENERAL EDUCATION

| | | | | | |
|---------|--------------------------|---|---|---|---|
| ENG 101 | Grammar & Composition I | 3 | 0 | 0 | 3 |
| ENG 103 | Report Writing | 3 | 0 | 0 | 3 |
| ENG 204 | Oral Communications | 3 | 0 | 0 | 3 |
| ORI 100 | New Student Seminar | 1 | 0 | 0 | 1 |
| PSY 106 | Applied Psychology | 3 | 0 | 0 | 3 |
| * | Social Science Electives | 6 | 0 | 0 | 6 |

TOTALS

| | | | |
|-----------|----------|----------|-----------|
| 19 | 0 | 0 | 19 |
|-----------|----------|----------|-----------|

| | | | | | |
|---|-----------|---|---|---|---|
| # | Electives | 6 | 0 | 0 | 6 |
|---|-----------|---|---|---|---|

TOTAL CREDITS for AAS DEGREE

| | | | |
|-----------|----------|-----------|------------|
| 93 | 0 | 69 | 116 |
|-----------|----------|-----------|------------|

*Recommended Social Science Electives:

PSY 102, 104, 120, 228; SOC 100, 102, 103

#Cooperative Education Work Experience: Up to 6 credit hours may be taken in lieu of required electives.

Students enrolled three-quarter time and making satisfactory progress should complete this program in sixteen quarters. Additional time may be needed to achieve minimum requirements in English, Math or Science.

This program is offered in the evening only.

INDUSTRIAL MANAGEMENT TECHNOLOGY (T-049)

The Industrial Management Technology curriculum is designed to provide an individual with the ability to function effectively in supervisory and middle-management positions in industry. This program emphasizes study and application in areas such as business and industrial management, production methods and schedules, inventory control, work analysis, motivation techniques, and human relations.

This curriculum is designed to prepare the individual to enter supervisory or middle-management positions, to provide an educational program for upgrading or retraining, and to provide an opportunity for the individual wanting to fulfill professional or general interest needs.

COURSE AND HOUR REQUIREMENTS

| MAJOR COURSES | | CLIN/ CREDIT | | |
|---------------|--|--------------|------------|-----------|
| | | CLASS | LAB SHOP | HOURS |
| BUS 157 | Personnel Law | 3 | 0 0 | 3 |
| BUS 161 | People Skills I: Personal Dynamics | 3 | 0 0 | 3 |
| BUS 162 | People Skills II: Interpersonal Dynamics | 3 | 0 0 | 3 |
| BUS 163 | People Skills III: Organizational Dynamics | 3 | 0 0 | 3 |
| BUS 169 | Compensation & Benefits | 3 | 0 0 | 3 |
| BUS 201 | Performance Management | 3 | 0 0 | 3 |
| DFT 110 | Computer-Aided Drafting I | 1 | 0 3 | 2 |
| DFT 112 | Technical Drafting I | 0 | 0 3 | 1 |
| ISC 102 | Industrial Safety | 3 | 0 0 | 3 |
| ISC 110 | Readings in Industrial Management | 1 | 0 0 | 1 |
| ISC 120 | Readings in Industrial Management | 1 | 0 0 | 1 |
| ISC 130 | Readings in Industrial Management | 1 | 0 0 | 1 |
| ISC 202 | Quality Control | 3 | 0 0 | 3 |
| ISC 203 | Motion Economy | 3 | 0 0 | 3 |
| ISC 204 | Value Analysis | 3 | 0 0 | 3 |
| ISC 209 | Plant Layout | 4 | 0 0 | 4 |
| ISC 213 | Production Planning | 4 | 0 0 | 4 |
| ISC 231 | Manufacturing Processes | 5 | 0 0 | 5 |
| ISC 232 | Labor Relations | 4 | 0 0 | 4 |
| MKT 239 | Marketing | 5 | 0 0 | 5 |
| TOTALS | | 56 | 0 6 | 58 |

RELATED COURSES

| | | | | |
|---------|--|---|-----|---|
| ACC 151 | Principles of Accounting | 3 | 2 0 | 4 |
| BUS 109 | Business Mathematics | 5 | 0 0 | 5 |
| CAS 105 | Introduction to Computers: Managing Software | 2 | 2 0 | 3 |
| CSC 104 | Introduction to Computers: Operating Systems | 2 | 2 0 | 3 |

| | | | | | |
|---------------|-----------------------------------|-----------|----------|----------|-----------|
| ECO 151 | Economics I | 3 | 0 | 0 | 3 |
| MAT 101 | Algebra I | 5 | 0 | 0 | 5 |
| PHY 120 | Introduction to the Metric System | 3 | 0 | 0 | 3 |
| TOTALS | | 23 | 6 | 0 | 26 |

GENERAL EDUCATION

| | | | | | |
|---------------|--------------------------|-----------|----------|----------|-----------|
| ENG 101 | Grammar & Composition I | 3 | 0 | 0 | 3 |
| ENG 102 | Grammar & Composition II | 3 | 0 | 0 | 3 |
| ENG 103 | Report Writing | 3 | 0 | 0 | 3 |
| ENG 204 | Oral Communications | 3 | 0 | 0 | 3 |
| ORI 100 | New Student Seminar | 1 | 0 | 0 | 1 |
| * | Social Science Electives | 6 | 0 | 0 | 6 |
| TOTALS | | 19 | 0 | 0 | 19 |

| | | | | | |
|-------------------------------------|-----------|------------|----------|----------|------------|
| # | Electives | 8 | 0 | 0 | 8 |
| TOTAL CREDITS FOR AAS DEGREE | | 106 | 6 | 6 | 111 |

*Recommended Social Science Electives:
PSY 102, 104, 106, 155; SOC 102, 103, 151

#Cooperative Education Work Experience: Up to 8 credit hours may be taken in lieu of approved courses as indicated by #.

Students enrolled one-half to three-quarter time and making satisfactory progress should complete this program in sixteen quarters. Additional time may be needed to achieve minimum requirements in English, Math or Science.

This program is offered in the evening only.

LAW ENFORCEMENT TECHNOLOGY (T-064)

The Law Enforcement Technology curriculum prepares individuals for a career in the law enforcement services occupations field and other allied occupations. Law enforcement occupations require a thorough understanding of criminal behavior, criminal investigation, interpersonal communications, law, patrol operations, psychology, sociology, traffic management, and other aspects of law enforcement administration and operations.

Job opportunities are available with federal, state, and municipal governments. In addition, knowledge, skills and abilities acquired in this course of study qualifies one for job opportunities with private enterprise in such areas as industrial, retail, and private security.

COURSE AND HOUR REQUIREMENTS

| MAJOR COURSES | | | CLASS | LAB | CLIN/ SHOP | CREDIT HOURS |
|---------------|-----|--|-----------|-----------|---------------|-----------------|
| CJC | 101 | Introduction to Criminal Justice | 3 | 0 | 0 | 3 |
| CJC | 109 | Interviewing | 3 | 0 | 0 | 3 |
| CJC | 110 | Juvenile Delinquency | 3 | 0 | 0 | 3 |
| CJC | 112 | Motor Vehicle Law | 3 | 0 | 0 | 3 |
| CJC | 113 | Corrections Law | 3 | 0 | 0 | 3 |
| CJC | 115 | Criminal Law I | 3 | 0 | 0 | 3 |
| CJC | 116 | Criminal Law II | 3 | 0 | 0 | 3 |
| CJC | 120 | Criminology | 3 | 0 | 0 | 3 |
| CJC | 125 | Criminal Procedures & NC Court System | 3 | 0 | 0 | 3 |
| CJC | 130 | Police Reports & Forms | 2 | 2 | 0 | 3 |
| CJC | 201 | Patrol Procedures | 3 | 0 | 0 | 3 |
| CJC | 202 | Police Community Relations | 2 | 0 | 0 | 2 |
| CJC | 204 | Evidence Photography | 3 | 0 | 3 | 4 |
| CJC | 205 | Evidence | 3 | 0 | 0 | 3 |
| CJC | 210 | Techniques of Investigation I | 3 | 0 | 0 | 3 |
| CJC | 211 | Criminalistics | 2 | 2 | 0 | 3 |
| CJC | 213 | Identification Techniques | 3 | 2 | 0 | 4 |
| CJC | 215 | Techniques of Investigation II | 2 | 2 | 0 | 3 |
| CJC | 220 | Police Administration | 3 | 0 | 0 | 3 |
| CJC | 240 | Defensive Tactics & Custodial Safeguards | 2 | 2 | 0 | 3 |
| LEX | 103 | Legal Research I | 1 | 2 | 0 | 2 |
| LEX | 125 | Juvenile Law | 3 | 0 | 0 | 3 |
| TOTALS | | | 59 | 12 | 3 | 66 |

RELATED COURSES

| | | | | | | |
|-----|-----|--|---|---|---|---|
| CAS | 100 | Introduction to Microcomputer Applications | 2 | 0 | 3 | 3 |
| COR | 234 | Community Based Corrections | 3 | 0 | 0 | 3 |

| | | | | | |
|---------|------------------------------|---|---|---|---|
| MAT 100 | Fundamentals of Mathematics | 5 | 0 | 0 | 5 |
| MHT 213 | Dynamics of Substance Abuse | 3 | 0 | 0 | 3 |
| POL 102 | National Government | 3 | 0 | 0 | 3 |
| POL 103 | State & Local Government | 3 | 0 | 0 | 3 |
| PSY 228 | Deviant Behavior | 3 | 0 | 0 | 3 |
| SAF 110 | First Aid & Safety Measures | 2 | 2 | 0 | 3 |
| SPA 101 | Spanish for Criminal Justice | 5 | 0 | 0 | 5 |

TOTALS

| | | | |
|-----------|----------|----------|-----------|
| 29 | 2 | 3 | 31 |
|-----------|----------|----------|-----------|

GENERAL EDUCATION

| | | | | | |
|---------|--------------------------|---|---|---|---|
| ENG 101 | Grammar & Composition I | 3 | 0 | 0 | 3 |
| ENG 102 | Grammar & Composition II | 3 | 0 | 0 | 3 |
| ENG 103 | Report Writing | 3 | 0 | 0 | 3 |
| ENG 204 | Oral Communications | 3 | 0 | 0 | 3 |
| ORI 100 | New Student Seminar | 1 | 0 | 0 | 1 |
| PSY 102 | General Psychology | 3 | 0 | 0 | 3 |
| SOC 102 | Principles of Sociology | 3 | 0 | 0 | 3 |

TOTALS

| | | | |
|-----------|----------|----------|-----------|
| 19 | 0 | 0 | 19 |
|-----------|----------|----------|-----------|

| | | | | | |
|---|-----------|---|---|---|---|
| # | Electives | 3 | 0 | 0 | 3 |
|---|-----------|---|---|---|---|

TOTAL CREDITS for AAS DEGREE

| | | | |
|------------|-----------|----------|------------|
| 110 | 14 | 6 | 119 |
|------------|-----------|----------|------------|

#Cooperative Education Work Experience: Up to 3 credit hours may be taken in lieu of required electives.

Students enrolled full-time and making satisfactory progress should complete this program in six quarters.

Additional time may be needed to achieve minimum requirements in English, Math or Science.



MACHINIST (V-032)

The Machinist curriculum gives individuals the opportunity to acquire basic skills and related technical information necessary to gain employment in the metalworking industries. The machinist is a skilled metalworker who shapes metal by using machine tools and hand tools. Machinists must be able to set up and operate the machine tools found in a modern shop. Computer Numerical Control (CNC) may be integrated into various phases of the curriculum or as specialized courses.

The machinist is able to select the proper tools and materials required for each job and to plan the cutting and finishing operations in their proper order so that the work can be finished according to blueprints or written specifications. The machinist makes computations relating to dimensions of work, tooling, feeds and speeds of machining. Precision measuring instruments are used to measure the accuracy of work. The machinist also must know the characteristics of metals so that annealing and hardening of tools and metal parts can be accomplished in the process of turning a block of metal into an intricate precise part.

ADVANCED DIPLOMA

Students who continue through the advanced diploma level of the machinist curriculum will be able to refine basic machining skills and gain more experience in CNC machining and other technologies.

COURSE AND HOUR REQUIREMENTS

| MAJOR COURSES | CLIN/ CREDIT | | | |
|---|--------------|----------|-----------|-----------|
| | CLASS | LAB | SHOP | HOURS |
| BPR 1104 Blueprint Reading: Mechanical | 3 | 0 | 0 | 3 |
| BPR 1105 Blueprint Reading: Mechanical | 3 | 0 | 0 | 3 |
| +MEC 1101 Machine Shop Theory & Practice | 3 | 0 | 12 | 7 |
| MEC 1102 Machine Shop Theory & Practice | 3 | 0 | 12 | 7 |
| MEC 1103 Machine Shop Theory & Practice | 3 | 0 | 12 | 7 |
| MEC 1104 Machine Shop Theory & Practice | 3 | 0 | 12 | 7 |
| MEC 1115 Metallurgy: Ferrous Metals | 2 | 0 | 3 | 3 |
| MEC 1116 Metallurgy: Non-Ferrous Metals | 2 | 0 | 3 | 3 |
| MEC 1170 Introduction to CNC Machining | 1 | 2 | 0 | 2 |
| MEC 1171 Operation of Computer Numerical Control Machines | 1 | 0 | 3 | 2 |
| WLD 1102 Basic Gas Welding | 0 | 0 | 3 | 1 |
| TOTALS | 24 | 2 | 60 | 45 |

RELATED COURSES

| | | | | |
|--|---|---|---|---|
| ISC 1101 Industrial Safety | 3 | 0 | 0 | 3 |
| MAT 100 Fundamentals of Mathematics | 5 | 0 | 0 | 5 |
| MAT 1103 Basic Geometry & Trigonometry | 5 | 0 | 0 | 5 |

| | | | | |
|--------------------------------|-----------|----------|----------|-----------|
| MAT 1123 Machinist Mathematics | 3 | 0 | 0 | 3 |
| PHY 1101 Applied Science | 3 | 2 | 0 | 4 |
| TOTALS | <u>19</u> | <u>2</u> | <u>0</u> | <u>20</u> |

GENERAL EDUCATION

| | | | | |
|-------------------------------|----------|----------|----------|----------|
| ENG 1102 Communication Skills | 3 | 0 | 0 | 3 |
| ORI 100 New Student Seminar | 1 | 0 | 0 | 1 |
| PSY 1101 Human Relations | 3 | 0 | 0 | 3 |
| TOTALS | <u>7</u> | <u>0</u> | <u>0</u> | <u>7</u> |

| | | | | |
|----------------------------------|-----------|----------|-----------|-----------|
| # Electives | 3 | 0 | 0 | 3 |
| TOTAL CREDITS for DIPLOMA | <u>53</u> | <u>4</u> | <u>60</u> | <u>75</u> |

ADDITIONAL COURSES for ADVANCED DIPLOMA

MAJOR COURSES

| | | | | |
|---|-----------|-----------|-----------|-----------|
| MEC 1107 Jigs & Fixtures | 2 | 0 | 6 | 4 |
| MEC 1123 Advanced Machine Set Up & Operations | 2 | 0 | 6 | 4 |
| MEC 1136 Computer Aided Machining | 2 | 6 | 0 | 5 |
| MEC 1172 Programming CNC Milling Operations | 2 | 2 | 0 | 3 |
| MEC 1182 Programming CNC Lathes | 2 | 2 | 0 | 3 |
| MEC 1227 Production Tooling | 2 | 2 | 0 | 3 |
| MEC 1270 CNC Lathe Operations | 1 | 0 | 3 | 2 |
| MEC 1271 CNC Milling Operations | 1 | 0 | 3 | 2 |
| * Technical Elective | 3 | 0 | 0 | 3 |
| TOTALS | <u>17</u> | <u>12</u> | <u>18</u> | <u>29</u> |

RELATED COURSES

| | | | | |
|---|-----------|-----------|-----------|------------|
| DFT 1151 Computer Aided Drafting | 2 | 4 | 0 | 4 |
| ISC 1105 Statistical Process Control Principles | 3 | 0 | 0 | 3 |
| TOTALS | <u>5</u> | <u>4</u> | <u>0</u> | <u>7</u> |
| TOTAL CREDITS for ADVANCED DIPLOMA | <u>75</u> | <u>20</u> | <u>78</u> | <u>111</u> |

+MEC 1165 and MEC 1166 are equivalent to MEC 1101

*Recommended Technical Electives:

BPR 1106; COE 101-107; MEC 1109, 1137, 1173, 1183, 1210, 1290; MNT 1117

#Cooperative Education Work Experience: Up to 3 credit hours may be taken in lieu of required electives.

Students enrolled full-time and making satisfactory progress should complete this program in four quarters; students enrolled in advanced diploma program should complete in seven quarters. Additional time may be needed to achieve minimum requirements in English, Math or Science.



MANUFACTURING ENGINEERING TECHNOLOGY (T-050)

The primary objective of the Manufacturing Engineering Technology curriculum is the training of personnel to assist the engineer or small industry in planning, tooling, operating, servicing, and supervising manufacturing operations. The curriculum provides a basic background of mechanical and related theory with specific skills in the use of manufacturing and testing equipment. Students are given experiences in operating and servicing machines, accompanied by general education and management courses.

A graduate of the program may qualify for an entry position in one of several manufacturing functions: methods, analysis, production scheduling, quality control, materials testing, plant layout, time study, machine tooling, maintenance, and equipment and instrument work.

COURSE AND HOUR REQUIREMENTS

| MAJOR COURSES | | CLIN/ CREDIT | | |
|---------------|--------------------------------------|--------------|-----|------------|
| | | CLASS | LAB | SHOP HOURS |
| ATR 240 | Introduction to Robotics | 3 | 2 | 0 4 |
| DFT 101 | Technical Drafting | 1 | 0 | 3 2 |
| DFT 110 | Computer Aided Drafting I (CAD) | 1 | 0 | 3 2 |
| DFT 111 | Computer Aided Drafting II (CAD) | 1 | 0 | 3 2 |
| HYD 235 | Hydraulics & Pneumatics | 3 | 0 | 3 4 |
| ISC 201 | Industrial Organization & Management | 3 | 0 | 0 3 |
| #ISC 202 | Quality Control | 3 | 0 | 0 3 |
| ISC 203 | Motion Economy | 3 | 0 | 0 3 |
| ISC 209 | Plant Layout | 4 | 0 | 0 4 |
| MEC 101 | Machine Processes | 3 | 0 | 3 4 |
| MEC 102 | Machine Processes | 3 | 0 | 3 4 |
| MEC 104 | Applied Mechanics | 5 | 0 | 0 5 |
| MEC 201 | Manufacturing Processes I | 2 | 2 | 0 3 |
| MEC 202 | Manufacturing Processes II | 2 | 2 | 0 3 |
| MEC 205 | Strength of Materials | 3 | 2 | 0 4 |
| MEC 210 | Physical Metallurgy | 3 | 0 | 3 4 |
| MEC 237 | Control Systems | 3 | 2 | 0 4 |
| MEC 270 | Introduction to CNC Machining | 1 | 2 | 0 2 |
| MEC 272 | Programming of CNC Equipment | 2 | 2 | 0 3 |

TOTALS

| | | | |
|----|----|----|----|
| 49 | 14 | 21 | 63 |
|----|----|----|----|

RELATED COURSES

| | | | | | |
|---------|-------------------|---|---|---|---|
| CHM 105 | General Chemistry | 3 | 2 | 0 | 4 |
| MAT 101 | Algebra I | 5 | 0 | 0 | 5 |
| MAT 102 | Trigonometry | 5 | 0 | 0 | 5 |
| MAT 103 | Algebra II | 4 | 0 | 0 | 4 |
| MAT 104 | Calculus I | 3 | 0 | 0 | 3 |

| | | | | | |
|---------------|---------------------------|-----------|-----------|----------|-----------|
| PHY 101 | Physics | 4 | 2 | 0 | 5 |
| PHY 102 | Physics | 4 | 2 | 0 | 5 |
| PHY 104 | Physics | 3 | 2 | 0 | 4 |
| * | Computer Science Elective | 2 | 2 | 0 | 3 |
| TOTALS | | 33 | 10 | 0 | 38 |

GENERAL EDUCATION COURSES

| | | | | | |
|-------------------------------------|--------------------------|------------|-----------|-----------|------------|
| ECO 151 | Economics I | 3 | 0 | 0 | 3 |
| ENG 101 | Grammar & Composition I | 3 | 0 | 0 | 3 |
| ENG 102 | Grammar & Composition II | 3 | 0 | 0 | 3 |
| ENG 103 | Report Writing | 3 | 0 | 0 | 3 |
| ENG 204 | Oral Communications | 3 | 0 | 0 | 3 |
| ORI 100 | New Student Seminar | 1 | 0 | 0 | 1 |
| PSY 106 | Applied Psychology | 3 | 0 | 0 | 3 |
| TOTALS | | 19 | 0 | 0 | 19 |
| Electives | | 3 | 0 | 0 | 3 |
| TOTAL CREDITS for AAS DEGREE | | 104 | 24 | 21 | 123 |

*Recommended Computer Science Electives:
CAS 101, 105; CSC 104

#Cooperative Education Work Experience: Up to 3 credit hours may be taken in lieu of ISC 202.

Students enrolled full-time and making satisfactory progress should complete this program in seven quarters.

Additional time may be needed to achieve minimum requirements in English, Math or Science.

MARKETING AND RETAILING (T-020)

The Marketing and Retailing curriculum is designed to prepare the individual for entry into middle-management positions in various marketing and retail businesses and industries. This purpose will be fulfilled through study and application in areas such as marketing and merchandising techniques, management, selling, advertising, retailing, and credit and collection procedures.

Through knowledge and skills gained, the individual will be able to perform marketing and distribution activities, and through the development of personal competencies and qualities, will be provided the opportunity to enter an array of marketing and distribution jobs.

COURSE AND HOUR REQUIREMENTS

| MAJOR COURSES | | CLIN/ | | | CREDIT HOURS |
|---------------|------------------------------------|-----------|----------|-----------|-----------------|
| | | CLASS | LAB | SHOP | |
| BUS 123 | Business Finance | 3 | 0 | 0 | 3 |
| BUS 165 | Introduction to Business | 5 | 0 | 0 | 5 |
| BUS 166 | Business Law I | 3 | 0 | 0 | 3 |
| BUS 167 | Business Law II | 3 | 0 | 0 | 3 |
| BUS 231 | Computerized Inventory Procedures | 2 | 2 | 0 | 3 |
| BUS 235 | Business Management | 3 | 0 | 0 | 3 |
| CAS 242 | Desktop Publishing | 2 | 2 | 0 | 3 |
| COE 245 | Retailing Practicum (Intern) | 0 | 0 | 20 | 2 |
| MKT 232 | Sales Development | 3 | 0 | 0 | 3 |
| MKT 233 | Sales Management | 3 | 0 | 0 | 3 |
| MKT 235 | Retailing, Buying, & Merchandising | 5 | 0 | 0 | 5 |
| MKT 239 | Marketing | 5 | 0 | 0 | 5 |
| MKT 240 | Advertising & Visual Merchandising | 3 | 2 | 0 | 4 |
| MKT 246 | International Marketing | 5 | 0 | 0 | 5 |
| MKT 247 | International Business | 5 | 0 | 0 | 5 |
| MKT 248 | Marketing Research | 5 | 0 | 0 | 5 |
| MKT 249 | Logistics Management | 3 | 0 | 0 | 3 |
| TOTALS | | 58 | 6 | 20 | 63 |

RELATED COURSES

| | | | | | |
|---------|--|---|---|---|---|
| ACC 151 | Principles of Accounting | 3 | 2 | 0 | 4 |
| ACC 152 | Principles of Accounting | 3 | 2 | 0 | 4 |
| ACC 153 | Principles of Accounting | 3 | 2 | 0 | 4 |
| BUS 109 | Business Mathematics | 5 | 0 | 0 | 5 |
| CAS 100 | Introduction to Microcomputer Applications | 2 | 0 | 3 | 3 |
| CAS 240 | Spreadsheet Applications/Lotus | 2 | 0 | 3 | 3 |
| ECO 151 | Economics I | 3 | 0 | 0 | 3 |
| ECO 152 | Economics II | 3 | 0 | 0 | 3 |

| | | | | | |
|---------------|-----------|-----------|----------|----------|-----------|
| MAT 101 | Algebra I | 5 | 0 | 0 | 5 |
| TOTALS | | <u>29</u> | <u>6</u> | <u>6</u> | <u>34</u> |

GENERAL EDUCATION

| | | | | | |
|---------------|--------------------------|-----------|----------|----------|-----------|
| ENG 101 | Grammar & Composition I | 3 | 0 | 0 | 3 |
| ENG 102 | Grammar & Composition II | 3 | 0 | 0 | 3 |
| ENG 103 | Report Writing | 3 | 0 | 0 | 3 |
| ORI 100 | New Student Seminar | 1 | 0 | 0 | 1 |
| PSY 102 | General Psychology | 3 | 0 | 0 | 3 |
| SPH 160 | Public Speaking | 3 | 0 | 0 | 3 |
| * | Elective | 3 | 0 | 0 | 3 |
| TOTALS | | <u>19</u> | <u>0</u> | <u>0</u> | <u>19</u> |

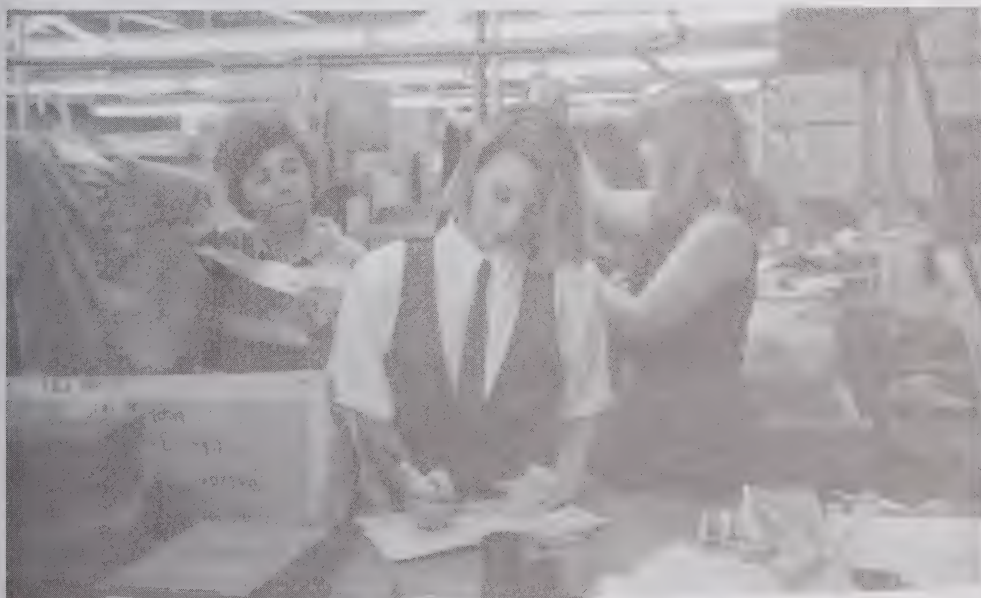
| | | | | |
|-------------------------------------|------------|-----------|-----------|------------|
| TOTAL CREDITS for AAS DEGREE | <u>106</u> | <u>12</u> | <u>26</u> | <u>116</u> |
|-------------------------------------|------------|-----------|-----------|------------|

*Recommended Electives:

ANT 160, 161; ART 160; ENG 106, 161, 162, 217, 251, 252, 261, 262, 275, 280; GEO 151; HEA 151; HIS 151, 152, 160, 161, 170; MUS 151; ORI 101; PHI 151; POL 102, 103, 251; PSY 103, 104, 106, 115, 116, 120, 155, 160, 270; REL 151, 160, 161; SOC 102, 103, 151, 160, 201, 221, 270; SPA 151, 152; SPH 151

Students enrolled full-time and making satisfactory progress should complete this program in seven quarters.

Additional time may be needed to achieve minimum requirements in English, Math or Science.



MASONRY (V-070)

The Masonry curriculum prepares individuals to work in the construction industry as bricklayers and masons. The mason must have a knowledge of basic mathematics and blueprint reading and must also know the methods used in laying out a masonry job for residential, commercial, and industrial construction.

Masons are employed by contractors in the building construction field to lay brick and blocks made of tile, concrete, glass, gypsum, or terra cotta. The mason is also capable of constructing or repairing walls, partitions, arches, sewers, furnaces, and other masonry structures.

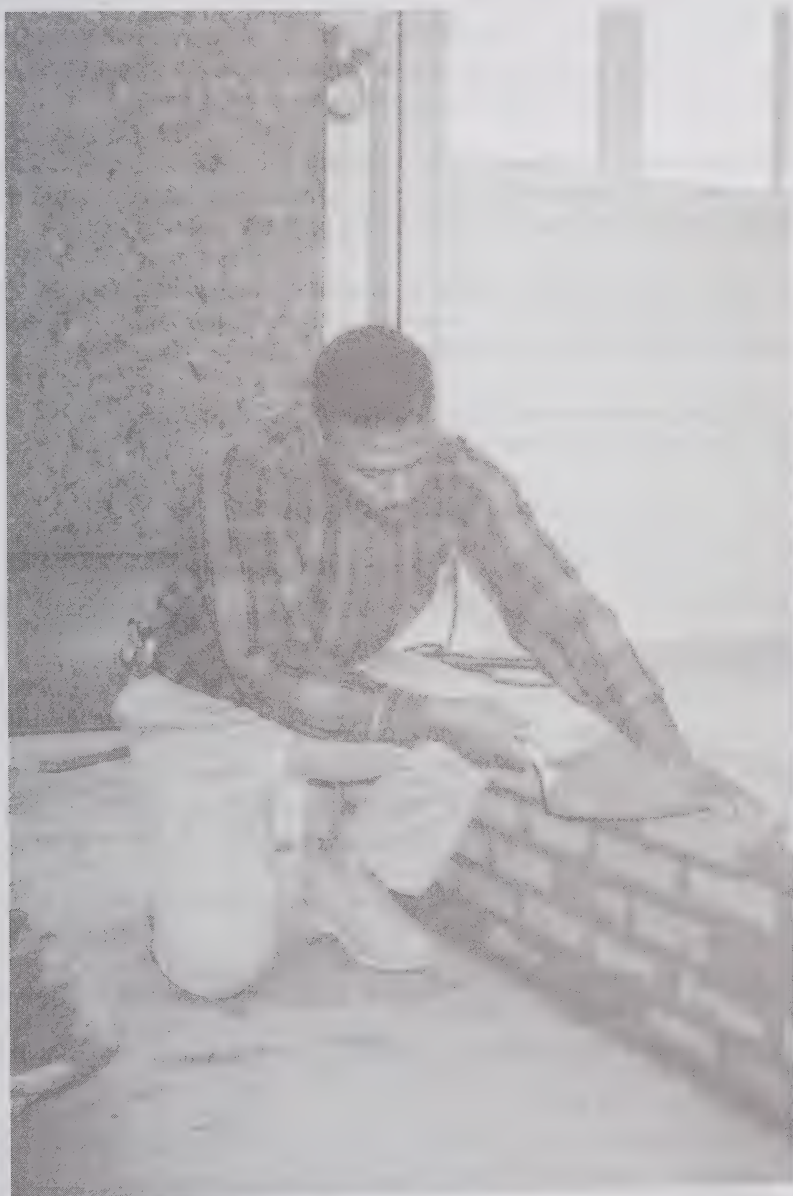
COURSE AND HOUR REQUIREMENTS

| MAJOR COURSES | CLASS | LAB | CLIN/ SHOP | CREDIT HOURS |
|---|-----------|----------|---------------|-----------------|
| MAS 1101 Bricklaying I | 5 | 0 | 15 | 10 |
| MAS 1102 Bricklaying II | 5 | 0 | 15 | 10 |
| MAS 1103 Bricklaying III | 5 | 0 | 15 | 10 |
| MAS 1104 Bricklaying IV | 4 | 0 | 15 | 9 |
| MAS 1113 Masonry Estimating I | 0 | 0 | 3 | 1 |
| #MAS1114 Masonry Estimating II | 0 | 0 | 3 | 1 |
| TOTALS | 19 | 0 | 66 | 41 |
| RELATED COURSES | | | | |
| BPR 1110 Blueprint Reading: Building Trades | 3 | 0 | 0 | 3 |
| BPR 1111 Blueprint Reading & Sketching I | 3 | 0 | 0 | 3 |
| BPR 1112 Blueprint Reading & Sketching II | 3 | 0 | 0 | 3 |
| BPR 1114 Blueprint Reading & Sketching: Masonry | 3 | 0 | 0 | 3 |
| MAT 1111 Building Trades Math: Masonry | 3 | 0 | 0 | 3 |
| MAT 1112 Building Trades Mathematics | 3 | 0 | 0 | 3 |
| MAT 1113 Building Trades Math: Masonry | 3 | 0 | 0 | 3 |
| TOTALS | 21 | 0 | 0 | 21 |
| GENERAL EDUCATION | | | | |
| ENG 1102 Communication Skills | 3 | 0 | 0 | 3 |
| ORI 100 New Student Seminar | 1 | 0 | 0 | 1 |
| PSY 1101 Human Relations | 3 | 0 | 0 | 3 |
| RED 1101 Reading Improvement | 2 | 0 | 0 | 2 |
| TOTALS | 9 | 0 | 0 | 9 |
| TOTAL CREDITS for DIPLOMA | 49 | 0 | 66 | 71 |

#Cooperative Education Work Experience: One (1) credit hour may be substituted for MAS 1114.

Students enrolled full-time and making satisfactory progress should complete this program in four quarters.

Additional time may be needed to achieve minimum requirements in English, Math or Science.



MEDICAL ASSISTING (T-058)

The Medical Assisting curriculum prepares the graduate to be a multi-skilled practitioner qualified to perform administrative, clinical, and laboratory procedures. The administrative aspects of instruction cover scheduling appointments; processing insurance accounts, medical reports, medical records, medical billing and collection; and transcription and computer operations. Clinical and laboratory aspects of study include preparation of the patient for examination, assessing vital signs, assisting with examination and treatment, performing routine lab tests, using the electrocardiograph machine, and administering medication. Developing competencies in effective communication, managerial and supervisory skills, recognizing and responding to emergencies, and demonstrating adherence to ethical and legal standards of medical practices are emphasized.

Graduates of programs accredited by The Committee on Allied Health Education and Accreditation (CAHEA) may apply to take the certification examination administered by the Certifying Board of the American Association of Medical Assistants.

Graduates may be employed in a variety of health-related services such as physician's offices, hospitals, clinics, industries, insurance companies, public health departments, nursing home and extended care facilities.

Individuals desiring a career as a medical assistant should take biology, mathematics, and typing courses prior to entering the program.

COURSE AND HOUR REQUIREMENTS

| MAJOR COURSES | | CLIN/ CREDIT | | |
|---------------|--|--------------|--------------|-----------|
| | | CLASS | LAB SHOP | HOURS |
| CAS 100 | Introduction to Microcomputer Applications | 2 | 0 3 | 3 |
| MED 101 | Orientation to Medical Assisting | 2 | 0 0 | 2 |
| MED 102 | Medical Office Administration I | 3 | 2 0 | 4 |
| MED 103 | Medical Office Administration II | 3 | 0 3 | 4 |
| MED 104 | Medical Office Administration III | 4 | 2 0 | 5 |
| MED 111 | Laboratory Procedures | 2 | 0 3 | 3 |
| MED 201 | Medical Office Administration IV | 3 | 2 0 | 4 |
| MED 202 | Medical Office Administration V | 3 | 2 0 | 4 |
| MED 203 | Clinical Education | 2 | 0 24 | 10 |
| MED 211 | Medication Administration | 2 | 0 3 | 3 |
| OSC 101 | Principles of Business English | 5 | 0 0 | 5 |
| OSC 110 | Word Processing/WordPerfect | 2 | 0 3 | 3 |
| OSC 120 | Terminology & Vocabulary: Medical I | 2 | 2 0 | 3 |
| OSC 121 | Terminology & Vocabulary: Medical II | 2 | 2 0 | 3 |
| OSC 215 | Medical Law & Ethics | 3 | 0 0 | 3 |
| * | Major Elective | 3 | 0 0 | 3 |
| TOTALS | | 43 | 12 39 | 62 |

RELATED COURSES

| | | | | | |
|---------------|--------------------------------|-----------|----------|----------|-----------|
| BIO 101 | Basic Anatomy & Physiology | 5 | 0 | 0 | 5 |
| BIO 101A | Basic Anatomy & Physiology Lab | 0 | 2 | 0 | 1 |
| MAT 114 | Medical Dosage Calculations | 2 | 0 | 0 | 2 |
| OSC 201 | Introduction to Transcription | 3 | 0 | 0 | 3 |
| OSC 211 | Machine Transcription I | 5 | 0 | 0 | 5 |
| OSC 248 | Medical Insurance | 5 | 0 | 0 | 5 |
| PSY 104 | Human Relations | 3 | 0 | 0 | 3 |
| SAF 111 | Cardiopulmonary Resuscitation | 1 | 0 | 0 | 1 |
| TOTALS | | 24 | 2 | 0 | 25 |

GENERAL EDUCATION

| | | | | | |
|-------------------------------------|----------------------------|-----------|-----------|-----------|------------|
| ENG 102 | Grammar & Composition II | 3 | 0 | 0 | 3 |
| ENG 103 | Report Writing | 3 | 0 | 0 | 3 |
| ENG 204 | Oral Communications | 3 | 0 | 0 | 3 |
| ORI 100 | New Student Seminar | 1 | 0 | 0 | 1 |
| PSY 102 | General Psychology | 3 | 0 | 0 | 3 |
| SOC 102 | Principles of Sociology | 3 | 0 | 0 | 3 |
| * | General Education Elective | 3 | 0 | 0 | 3 |
| TOTALS | | 19 | 0 | 0 | 19 |
| # | Electives | 3 | 0 | 0 | 3 |
| TOTAL CREDITS for AAS DEGREE | | 89 | 14 | 39 | 109 |

*Recommended Electives

Major Electives:

MED 102A, 102B; OSC 103, 112, 210, 220, 230

General Electives:

ACC 151, 152, 153; BUS 134, 154, 161; ENG 102, 251, 252, 261, 262; HEA 151; ORI 101, 110; PHI 151; REL 151, 160, 161; SAF 110; SOC 100; SPA 151

#Cooperative Education Work Experience: Up to 3 credit hours may be taken in lieu of required electives.

Students enrolled full-time and making satisfactory progress should complete this program in seven quarters.

Additional time may be needed to achieve minimum requirements in English, Math or Science.

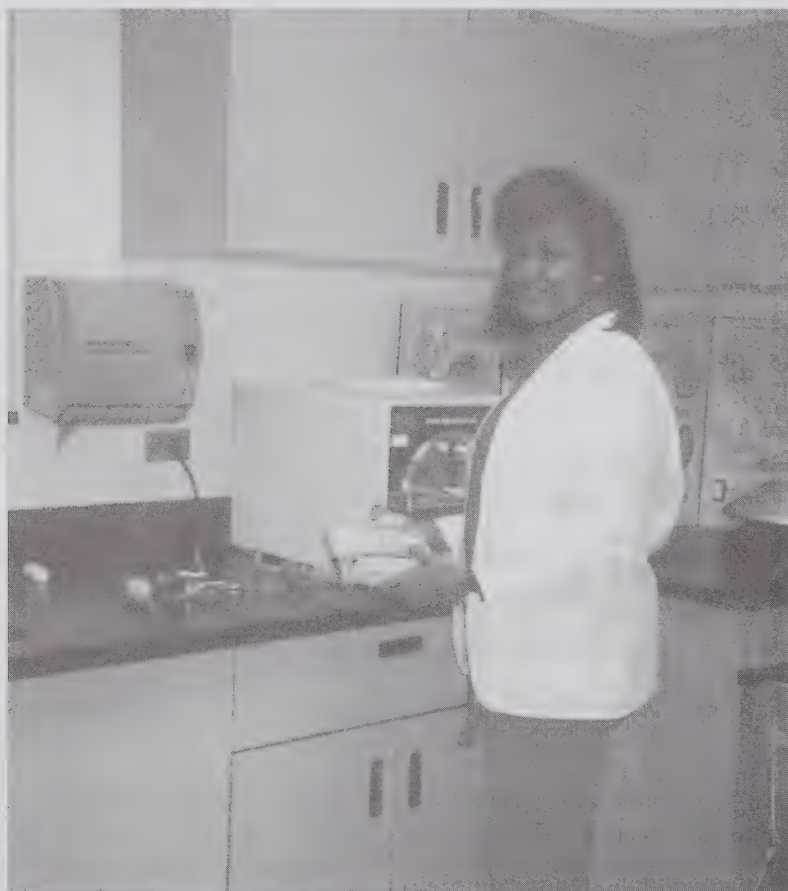
This program has Accreditation by the Committee on Allied Health Education and Accreditation of the American Medical Association in cooperation with the Curriculum Review Board of the American Association of Medical Assistants Endowment.

CERTIFICATE IN MEDICAL ASSISTING

| | | | | | |
|---------------|--|----------|----------|-----------|-----------|
| CAS 100 | Introduction to Microcomputer Applications | 2 | 0 | 3 | 3 |
| MED 102 | Medical Office Administration I | 3 | 2 | 0 | 4 |
| MED 102B | Hospital Environment Lab | 0 | 0 | 9 | 3 |
| OSC 120 | Terminology & Vocabulary: Medical I | 2 | 2 | 0 | 3 |
| OSC 121 | Terminology & Vocabulary: Medical II | 2 | 2 | 0 | 3 |
| TOTALS | | <u>9</u> | <u>6</u> | <u>12</u> | <u>16</u> |

RELATED COURSES

| | | | | | |
|--------------------------------------|-------------------------------|------------------|-----------------|------------------|------------------|
| ENG 204 | Oral Communications | 3 | 0 | 0 | 3 |
| SAF 111 | Cardiopulmonary Resuscitation | 1 | 0 | 0 | 1 |
| TOTALS | | <u>4</u> | <u>0</u> | <u>0</u> | <u>4</u> |
| TOTAL CREDITS for CERTIFICATE | | <u><u>13</u></u> | <u><u>6</u></u> | <u><u>12</u></u> | <u><u>20</u></u> |



MEDICAL OFFICE TECHNOLOGY (T-032)

This curriculum prepares individuals to enter the medical secretarial profession. The medical secretary performs secretarial duties utilizing the knowledge of medical terminology and medical office and/or laboratory procedures.

Skills are taught in processing medical documents using computerized functions and/or manual functions. Compiling and recording medical charts, reports, case histories, and correspondence using the typewriter or automated office equipment, scheduling appointments, and preparing and sending bills to patients are duties performed in the medical office and taught in this curriculum.

Graduates of the curriculum may find employment opportunities with medical supply and equipment manufacturers, medical laboratories, the offices of physicians, hospitals, and other medical care providers.

COURSE AND HOUR REQUIREMENTS

| MAJOR COURSES | | CLIN/ CREDIT | | | |
|---------------|---------------------------------------|--------------|-----|------|-------|
| | | CLASS | LAB | SHOP | HOURS |
| OSC 101 | Principles of Business English | 5 | 0 | 0 | 5 |
| OSC 102 | Beginning Keyboarding | 2 | 0 | 3 | 3 |
| OSC 103 | Intermediate Keyboarding | 2 | 0 | 3 | 3 |
| OSC 110 | Word Processing/WordPerfect | 2 | 0 | 3 | 3 |
| OSC 112 | Records Management | 3 | 0 | 0 | 3 |
| OSC 120 | Terminology & Vocabulary: Medical I | 2 | 2 | 0 | 3 |
| OSC 121 | Terminology & Vocabulary: Medical II | 2 | 2 | 0 | 3 |
| OSC 201 | Introduction to Transcription | 3 | 0 | 0 | 3 |
| OSC 210 | Advanced Word Processing/WordPerfect | 2 | 0 | 3 | 3 |
| OSC 211 | Machine Transcription I | 5 | 0 | 0 | 5 |
| OSC 216 | Office Procedures | 5 | 0 | 0 | 5 |
| OSC 220 | Terminology & Vocabulary: Medical III | 3 | 0 | 0 | 3 |
| OSC 226 | Procedures for the Automated Office | 3 | 2 | 0 | 4 |
| OSC 230 | Medical Transcription I | 4 | 2 | 0 | 5 |
| OSC 231 | Medical Transcription II | 4 | 2 | 0 | 5 |
| OSC 248 | Medical Insurance | 5 | 0 | 0 | 5 |
| TOTALS | | 52 | 10 | 12 | 61 |

RELATED COURSES

| | | | | | |
|---------|--|---|---|---|---|
| ACC 151 | Principles of Accounting | 3 | 2 | 0 | 4 |
| BIO 100 | Human Biology | 5 | 0 | 0 | 5 |
| BUS 109 | Business Mathematics | 5 | 0 | 0 | 5 |
| BUS 134 | Professional Development | 3 | 0 | 0 | 3 |
| BUS 206 | Business Communications | 3 | 0 | 0 | 3 |
| CAS 100 | Introduction to Microcomputer Applications | 2 | 0 | 3 | 3 |

| | | | | | |
|---------------|----------------------------------|-----------|----------|-----------|-----------|
| COE 203 | Field Experience: Medical Office | 1 | 0 | 20 | 3 |
| MRE 207 | Computers in Health Care | 2 | 4 | 0 | 4 |
| OSC 100 | Grammar for Modern Business | 3 | 0 | 0 | 3 |
| OSC 215 | Medical Law & Ethics | 3 | 0 | 0 | 3 |
| TOTALS | | 30 | 6 | 23 | 36 |

GENERAL EDUCATION

| | | | | | |
|---------------|--|-----------|----------|----------|-----------|
| ECO 108 | Consumer Economics | 3 | 0 | 0 | 3 |
| ENG 101 | Grammar & Composition I | 3 | 0 | 0 | 3 |
| ENG 102 | Grammar & Composition II | 3 | 0 | 0 | 3 |
| ORI 100 | New Student Seminar | 1 | 0 | 0 | 1 |
| SPH 260 | Business and Professional Communications | 5 | 0 | 0 | 5 |
| * | Social Science Elective | 5 | 0 | 0 | 5 |
| TOTALS | | 20 | 0 | 0 | 20 |

| | | | | |
|-----------|---|---|---|---|
| Electives | 3 | 0 | 0 | 3 |
|-----------|---|---|---|---|

| | | | | |
|-------------------------------------|------------|-----------|-----------|------------|
| TOTAL CREDITS for AAS DEGREE | 105 | 16 | 35 | 120 |
|-------------------------------------|------------|-----------|-----------|------------|

*Recommended Electives

Social Science Electives:

PSY 102, 103, 104, 106, 115, 116, 120, 223, 228, 230, 270, 280; SOC 100, 102, 103, 151, 160, 221, 270

#Students enrolled full-time and making satisfactory progress should complete this program in seven quarters.

Additional time may be needed to achieve minimum requirements in English, Math or Science.

CERTIFICATE IN MEDICAL OFFICE TECHNOLOGY

MAJOR COURSES

| | | | | | |
|---------------|---|-----------|----------|----------|-----------|
| OSC 101 | Principles of Business English | 5 | 0 | 0 | 5 |
| OSC 110 | Word Processing/WordPerfect | 2 | 0 | 3 | 3 |
| OSC 120 | Terminology & Vocabulary: Medical I | 2 | 2 | 0 | 3 |
| OSC 121 | Terminology & Vocabulary: Medical II | 2 | 2 | 0 | 3 |
| OSC 201 | Introduction to Transcription | 3 | 0 | 0 | 3 |
| OSC 211 | Machine Transcription I | 5 | 0 | 0 | 5 |
| OSC 220 | Terminology and Vocabulary: Medical III | 3 | 0 | 0 | 3 |
| OSC 230 | Medical Transcription I | 4 | 2 | 0 | 5 |
| OSC 248 | Medical Insurance | 5 | 0 | 0 | 5 |
| TOTALS | | 31 | 6 | 3 | 35 |

RELATED COURSES

| | | | | | |
|---------|--|-----------|----------|----------|-----------|
| BIO 100 | Human Biology | 5 | 0 | 0 | 5 |
| CAS 100 | Introduction to Microcomputer Applications | 2 | 0 | 3 | 3 |
| OSC 100 | Grammar for Modern Business | 3 | 0 | 0 | 3 |
| OSC 215 | Medical Law & Ethics | 3 | 0 | 0 | 3 |
| TOTALS | | <u>13</u> | <u>0</u> | <u>3</u> | <u>14</u> |

GENERAL EDUCATION COURSES

| | | | | | |
|-------------------------------|---------------------|-----------|----------|----------|-----------|
| ORI 100 | New Student Seminar | 1 | 0 | 0 | 1 |
| TOTAL CREDITS for CERTIFICATE | | <u>45</u> | <u>6</u> | <u>6</u> | <u>50</u> |



MEDICAL SONOGRAPHY (T-180)

The Medical Sonography curriculum offers education options of a one-year diploma program for two-year allied health occupations as recognized by the American Medical Association (AMA) or a two-year associate in applied science degree (AAS) program for high school graduates. The curriculum provides for knowledge and clinical skills in the application of high frequency sound waves to image internal body structures. Physics, cross-sectional anatomy, abdominal, gynecological, obstetrical, breast, and thyroid sonography are emphasized. Competency in the identification of normal anatomy, sonic physics, stages of fetal development, and use of equipment in each procedure as well as effective communication skills are necessary to obtain high quality sonograms to assist in recognizing abnormalities and in making diagnoses.

Graduates of the diploma program option are eligible to apply to the American Registry of Diagnostic Medical Sonographers for examinations in physics, abdomen, obstetrics, and gynecology. Graduates from an AMA approved associate degree program are eligible to apply for these examinations upon graduation.

Graduates may be employed as staff and department heads in clinics, private doctors' offices, and hospitals and as instructors in colleges and universities.

COURSE AND HOUR REQUIREMENTS

| MAJOR COURSES | | CLASS | LAB | CLIN/ SHOP | CREDIT HOURS |
|---------------|--|-----------|----------|---------------|-----------------|
| RAD 236 | Clinical Education | 4 | 0 | 30 | 14 |
| RAD 241 | Introduction to Ultrasound | 6 | 0 | 0 | 6 |
| RAD 242 | Ultrasound Physics | 5 | 0 | 0 | 5 |
| RAD 243 | Clinical Education | 2 | 0 | 21 | 9 |
| RAD 244 | Clinical Education | 2 | 0 | 21 | 9 |
| RAD 245 | Clinical Education | 2 | 0 | 21 | 9 |
| RAD 248 | Instrumentation & Principles for Echocardiography | 6 | 0 | 0 | 6 |
| or | | | | | |
| RAD 237 | Instrumentation & Principles of OB-GYN Sonography | | | | |
| RAD 250 | Vascular Ultrasound | 1 | 2 | 0 | 2 |
| TOTALS | | 28 | 2 | 93 | 60 |

RELATED COURSES

| | | | | | |
|---------|-------------------------------|---|---|---|---|
| SAF 111 | Cardiopulmonary Resuscitation | 1 | 0 | 0 | 1 |
|---------|-------------------------------|---|---|---|---|

GENERAL EDUCATION

| | | | | | |
|---------|-------------------------|---|---|---|---|
| ENG 101 | Grammar & Composition I | 3 | 0 | 0 | 3 |
| ORI 100 | New Student Seminar | 1 | 0 | 0 | 1 |

| | | | | | |
|----------------------------------|-----------------|-----------|----------|-----------|-----------|
| PSY 104 | Human Relations | 3 | 0 | 0 | 3 |
| TOTALS | | <u>7</u> | <u>0</u> | <u>0</u> | <u>7</u> |
| TOTAL CREDITS FOR DIPLOMA | | <u>36</u> | <u>2</u> | <u>93</u> | <u>68</u> |

ADDITIONAL COURSES for AAS DEGREE

MAJOR COURSES

| | | | | | |
|---------------|---|-----------|-----------|-----------|-----------|
| RAD 101 | Radiologic Technology I | 4 | 2 | 0 | 5 |
| RAD 102 | Radiologic Technology II | 4 | 0 | 0 | 4 |
| RAD 103 | Radiologic Technology III | 4 | 0 | 0 | 4 |
| RAD 111 | Radiographic Positioning | 4 | 2 | 0 | 5 |
| RAD 112 | Clinical Education | 1 | 2 | 12 | 6 |
| RAD 113 | Clinical Education | 1 | 4 | 15 | 8 |
| RAD 206 | Radiographic Pathology | 3 | 0 | 0 | 3 |
| RAD 249 | Instrumentation & Principles of Abdominal Sonography | 6 | 0 | 0 | 6 |
| TOTALS | | <u>27</u> | <u>10</u> | <u>27</u> | <u>41</u> |

RELATED COURSES

| | | | | | |
|---------------|-------------------------|-----------|----------|----------|-----------|
| BIO 107 | Anatomy & Physiology I | 4 | 2 | 0 | 5 |
| BIO 108 | Anatomy & Physiology II | 4 | 2 | 0 | 5 |
| MAT 101 | Algebra I | 5 | 0 | 0 | 5 |
| TOTALS | | <u>13</u> | <u>4</u> | <u>0</u> | <u>15</u> |

GENERAL COURSES

| | | | | | |
|---------------|--------------------------|-----------|----------|----------|-----------|
| ENG 102 | Grammar & Composition II | 3 | 0 | 0 | 3 |
| PSY 155 | General Psychology | 5 | 0 | 0 | 5 |
| SOC 151 | Sociology | 5 | 0 | 0 | 5 |
| SPH 160 | Public Speaking | 3 | 0 | 0 | 3 |
| TOTALS | | <u>16</u> | <u>0</u> | <u>0</u> | <u>16</u> |

| | | | | |
|-------------------------------------|-----------|-----------|------------|------------|
| Electives | 3 | 0 | 0 | 3 |
| TOTAL CREDITS FOR AAS DEGREE | <u>95</u> | <u>16</u> | <u>120</u> | <u>143</u> |

Cooperative Education Work Experience is not allowed.

Student enrolled full-time and making satisfactory progress should complete this program in eight quarters.

Additional time may be needed to achieve minimum requirements in English, Math or Science.

This program has accreditation by the Committee on Allied Health Education and Accreditation of the American Medical Association in cooperation with the Joint Review on Education in Diagnostic Medical Sonography.

NUCLEAR MEDICINE TECHNOLOGY (T-104)

Nuclear Medicine is a health technology which utilizes the internal administration of radioactive materials. The field is primarily diagnostic although some therapeutic procedures are performed. The Nuclear Medicine Technologist works under the direction of a physician who is licensed for the use of radioactive materials.

The Nuclear Medicine Technology curriculum prepares students to perform as clinical Nuclear Medicine Technologists. The emphasis of the program is on the development of the skills needed by the clinical technologist. These skills include: patient care, utilization of radioactive materials, operation of specialized imaging and counting instrumentation, and performance of laboratory procedures. In addition to the development of these skills, the students receive instruction relating to the theories and principles from which the clinical procedures are developed.

Graduates of the program are eligible to take any of the three national certification/registration examinations currently offered. These examinations are given by the Nuclear Medicine Technology Certification Board (NMTCB), the American Registry of Radiologic Technologist (ARRT), and the American Society of Clinical Pathologists (ASCP).

Individuals who wish to enter a program of Nuclear Medicine Technology should, if possible, complete high school courses in algebra, biology, chemistry, and physics prior to entry.

COURSE AND HOUR REQUIREMENTS

| MAJOR COURSES | | | | CLIN/ CLASS LAB SHOP | CREDIT HOURS |
|---------------|---------------------------------|---|---|--------------------------|-----------------|
| RAD 211 | Radiologic Physics | 3 | 2 | 0 | 4 |
| RAD 271 | Nuclear Medicine Technology I | 3 | 2 | 0 | 4 |
| RAD 272 | Nuclear Medicine Technology II | 3 | 2 | 0 | 4 |
| RAD 273 | Nuclear Medicine Technology III | 2 | 0 | 0 | 2 |
| RAD 274 | Nuclear Medicine Technology IV | 3 | 0 | 0 | 3 |
| RAD 275 | Nuclear Pharmacology | 2 | 0 | 0 | 2 |
| RAD 276 | Nuclear Medicine Physics | 2 | 0 | 0 | 2 |
| RAD 277 | Nuclear Medicine Practicum I | 1 | 0 | 15 | 6 |
| RAD 278 | Nuclear Medicine Practicum II | 1 | 0 | 15 | 6 |
| RAD 279 | Nuclear Medicine Practicum III | 1 | 0 | 30 | 11 |
| RAD 280 | Nuclear Medicine Practicum IV | 1 | 0 | 30 | 11 |
| TOTALS | | | | 22 6 90 | 55 |

RELATED COURSES

| | | | | | |
|----------|-------------------------------|---|---|---|---|
| BIO 210 | Radiation Biology | 4 | 0 | 0 | 4 |
| +CHM 110 | Chemistry for Health Sciences | 3 | 2 | 0 | 4 |
| MAT 114 | Medical Dosage Calculations | 2 | 0 | 0 | 2 |
| RAD 224 | Radiation Physics | 3 | 0 | 0 | 3 |

| | | | | | |
|---------------|-------------------------------|-----------|----------|----------|-----------|
| SAF 111 | Cardiopulmonary Resuscitation | 1 | 0 | 0 | 1 |
| TOTALS | | <u>13</u> | <u>2</u> | <u>0</u> | <u>14</u> |

GENERAL EDUCATION COURSES

| | | | | | |
|---------------|-------------------------|----------|----------|----------|----------|
| ENG 101 | Grammar & Composition I | 3 | 0 | 0 | 3 |
| ORI 100 | New Student Seminar | 1 | 0 | 0 | 1 |
| PSY 155 | General Psychology | 5 | 0 | 0 | 5 |
| TOTALS | | <u>9</u> | <u>0</u> | <u>0</u> | <u>9</u> |

| | | | | | |
|--------------------------------|--|-----------|----------|-----------|-----------|
| TOTAL HOURS for DIPLOMA | | <u>44</u> | <u>8</u> | <u>90</u> | <u>78</u> |
|--------------------------------|--|-----------|----------|-----------|-----------|

ADDITIONAL COURSES for AAS DEGREE

| | | | | | |
|---------------|---------------------------|-----------|-----------|-----------|-----------|
| RAD 101 | Radiologic Technology I | 4 | 2 | 0 | 5 |
| RAD 102 | Radiologic Technology II | 4 | 0 | 0 | 4 |
| RAD 103 | Radiologic Technology III | 4 | 0 | 0 | 4 |
| RAD 111 | Radiographic Positioning | 4 | 2 | 0 | 5 |
| RAD 112 | Clinical Education | 1 | 2 | 12 | 6 |
| RAD 113 | Clinical Education | 1 | 4 | 15 | 8 |
| TOTALS | | <u>18</u> | <u>10</u> | <u>27</u> | <u>32</u> |

RELATED COURSES

| | | | | | |
|---------------|-----------------------------------|-----------|----------|----------|-----------|
| BIO 107 | Anatomy & Physiology I | 4 | 2 | 0 | 5 |
| BIO 108 | Anatomy & Physiology II | 4 | 2 | 0 | 5 |
| CAS 101 | Personal Computer Familiarization | 2 | 2 | 0 | 3 |
| MAT 101 | Algebra I | 5 | 0 | 0 | 5 |
| TOTALS | | <u>15</u> | <u>6</u> | <u>0</u> | <u>18</u> |

GENERAL EDUCATION

| | | | | | |
|---------------|--------------------------|-----------|----------|----------|-----------|
| ENG 102 | Grammar & Composition II | 3 | 0 | 0 | 3 |
| SOC 151 | Sociology | 5 | 0 | 0 | 5 |
| SPH 160 | Public Speaking | 3 | 0 | 0 | 3 |
| TOTALS | | <u>11</u> | <u>0</u> | <u>0</u> | <u>11</u> |

| | | | | |
|-----------|---|---|---|---|
| Electives | 3 | 0 | 0 | 3 |
|-----------|---|---|---|---|

| | | | | | |
|-------------------------------------|--|-----------|-----------|------------|------------|
| TOTAL CREDITS for AAS DEGREE | | <u>91</u> | <u>24</u> | <u>117</u> | <u>142</u> |
|-------------------------------------|--|-----------|-----------|------------|------------|

+CHM 105 and CHM 106 may be substituted for CHM 110.

Cooperative Education Work Experience is not allowed.

Student enrolled full-time and making satisfactory progress should complete this program in eight quarters.

Additional time may be needed to achieve minimum requirements in English, Math or Science.

NURSING EDUCATION OPTIONS (T-116)

The Nursing Education Options curriculum is designed to prepare the graduate to assess, analyze, plan, implement, and evaluate nursing care. Students may exit after the fourth quarter with the competencies that make them eligible to apply to take the National Council Licensure Examination for Practical Nurses (NCLEX-PN) which is required for practice as a Licensed Practical Nurse. Graduates of the second year will have demonstrated competencies that enable them to apply to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN) which is required to practice as a Registered Nurse.

Individuals desiring to enter this curriculum should take biology, algebra and chemistry courses prior to entering the program.

The Licensed or Registered Nurse may be employed in a wide variety of health care settings such as hospitals, longterm care facilities, clinics, physician's offices, industry and community health agencies.

COURSE AND HOUR REQUIREMENTS

| MAJOR COURSES | | CLASS | LAB | CLIN/ SHOP | CREDIT HOURS |
|---------------|-----------------------------|-----------|----------|---------------|-----------------|
| NUR 101 | Fundamentals of Nursing | 6 | 6 | 0 | 9 |
| NUR 102 | Medical-Surgical Nursing I | 8 | 0 | 12 | 12 |
| NUR 103 | Medical-Surgical Nursing II | 8 | 0 | 12 | 12 |
| NUR 104 | Maternal-Child Nursing I | 7 | 0 | 12 | 11 |
| NUR 110 | Pharmacology | 2 | 0 | 0 | 2 |
| NUR 121 | Health Assessment | 2 | 0 | 0 | 2 |
| NUR 131 | Nursing Seminar | 2 | 0 | 0 | 2 |
| TOTALS | | 35 | 6 | 36 | 50 |

RELATED COURSES

| | | | | | |
|---------------|--------------------------------|-----------|----------|----------|-----------|
| BIO 151 | Human Anatomy & Physiology I | 3 | 2 | 0 | 4 |
| BIO 152 | Human Anatomy & Physiology II | 3 | 2 | 0 | 4 |
| BIO 153 | Human Anatomy & Physiology III | 3 | 2 | 0 | 4 |
| MAT 114 | Medical Dosage Calculations | 2 | 0 | 0 | 2 |
| SAF 111 | Cardiopulmonary Resuscitation | 1 | 0 | 0 | 1 |
| TOTALS | | 12 | 6 | 0 | 15 |

GENERAL EDUCATION

| | | | | | |
|---------|----------------------------|---|---|---|---|
| ENG 101 | Grammar & Composition I | 3 | 0 | 0 | 3 |
| ORI 100 | New Student Seminar | 1 | 0 | 0 | 1 |
| PSY 120 | Human Growth & Development | 3 | 0 | 0 | 3 |
| PSY 155 | General Psychology | 5 | 0 | 0 | 5 |

| | | | | | |
|---------------|-----------------|-----------|----------|----------|-----------|
| SPH 151 | Voice & Diction | 3 | 0 | 0 | 3 |
| TOTALS | | <u>15</u> | <u>0</u> | <u>0</u> | <u>15</u> |

| | | | | |
|----------------------------------|-----------|-----------|-----------|-----------|
| TOTAL CREDITS for DIPLOMA | 62 | 12 | 36 | 80 |
|----------------------------------|-----------|-----------|-----------|-----------|

| | | | | | |
|----------|--------------------|---|---|----|---|
| *NUR 200 | Transition Nursing | 4 | 2 | 12 | 9 |
|----------|--------------------|---|---|----|---|

ADDITIONAL COURSES for AAS DEGREE

MAJOR COURSES

| | | | | | |
|---------------|------------------------------|-----------|----------|-----------|-----------|
| NUR 201 | Maternal-Child Nursing II | 6 | 0 | 15 | 11 |
| NUR 202 | Psychiatric Nursing | 5 | 0 | 6 | 7 |
| NUR 203 | Medical-Surgical Nursing III | 6 | 0 | 15 | 11 |
| NUR 204 | Patient Care Management | 4 | 0 | 6 | 6 |
| TOTALS | | <u>21</u> | <u>0</u> | <u>42</u> | <u>35</u> |

RELATED COURSES

| | | | | | |
|---------------|---------------------|----------|----------|----------|----------|
| BIO 206 | Microbiology | 3 | 2 | 0 | 4 |
| PSY 280 | Abnormal Psychology | 3 | 0 | 0 | 3 |
| TOTALS | | <u>6</u> | <u>2</u> | <u>0</u> | <u>7</u> |

GENERAL COURSES

| | | | | | |
|---------------|--------------------------|----------|----------|----------|----------|
| +ENG 102 | Grammar & Composition II | 3 | 0 | 0 | 3 |
| SOC 151 | Sociology | 5 | 0 | 0 | 5 |
| TOTALS | | <u>8</u> | <u>0</u> | <u>0</u> | <u>8</u> |

| | | | | |
|-----------|---|---|---|---|
| Electives | 3 | 0 | 0 | 3 |
|-----------|---|---|---|---|

| | | | | |
|-------------------------------------|------------|-----------|-----------|------------|
| TOTAL CREDITS for AAS DEGREE | 100 | 14 | 78 | 133 |
|-------------------------------------|------------|-----------|-----------|------------|

+May substitute college transfer English

*Licensed Practical Nurses applying for advanced standing must take NUR 200 the summer prior to entering the second year of the program.

Cooperative Education Work Experience is not allowed.

Students enrolled full-time and making satisfactory progress should complete this program in seven quarters. Additional time may be needed to achieve minimum requirements in English, Math or Science.

This program is approved by the North Carolina Board of Nursing.

OCCUPATIONAL THERAPY ASSISTANT (T-142)

The Occupational Therapy Assistant curriculum prepares graduates to work under the supervision or consultation of a Registered Occupational Therapist in developing, maintaining, or restoring adaptive skills in individuals whose abilities to perform tasks of daily living are impaired by developmental deficits, aging, and physical or psychosocial disabilities. The program includes instruction on providing activities to encourage the client to work on his own recovery, instructions on interpersonal skills, group interaction skills, concepts of health and illness, and the use of activity techniques in teaching developmental needs. Supervised field experiences include working with clients from these groups.

Upon completing all required course work and field work, the student will be awarded an Associate in Applied Science Degree in Occupational Therapy Assistant. To work as a Certified Occupational Therapy Assistant, the individual must then pass a national certification examination given by the American Occupational Therapy Certification Board and be licensed with the state. These credentialing procedures are separate from the community college program and the graduation process.

Graduates may be employed in hospitals, rehabilitation facilities, long-term and extended care facilities, sheltered workshops, schools, homebound programs, and community centers.

Individuals desiring a career as an occupational therapy assistant should, if possible, take biology, algebra, sociology, and psychology courses prior to entering the program.

COURSE AND HOUR REQUIREMENTS

| MAJOR COURSES | | CLIN/ CREDIT | | | |
|---------------|--|--------------|-----|------|-------|
| | | CLASS | LAB | SHOP | HOURS |
| GRO 202 | Geriatric Programming | 3 | 2 | 3 | 5 |
| OTA 101 | Fundamentals of the Profession | 3 | 0 | 0 | 3 |
| OTA 102 | Professional Development I | 1 | 0 | 0 | 1 |
| OTA 103 | Professional Development II | 1 | 0 | 0 | 1 |
| OTA 104 | Therapeutic Use of Media Requiring Tools | 3 | 2 | 0 | 4 |
| OTA 105 | Health Care Aspects | 2 | 0 | 0 | 2 |
| OTA 107 | Professional Development III | 1 | 0 | 0 | 1 |
| OTA 108 | Kinesiology | 2 | 2 | 0 | 3 |
| OTA 109 | Professional Development IV | 1 | 0 | 0 | 1 |
| OTA 204 | Therapeutic Use of Contemporary Media | 3 | 2 | 0 | 4 |
| OTA 205 | Physical Disabilities Programming | 4 | 2 | 3 | 6 |
| OTA 206 | Occupational Therapy Splinting | 3 | 2 | 0 | 4 |
| OTA 207 | Professional Development V | 1 | 0 | 0 | 1 |
| OTA 208 | Pediatrics | 3 | 0 | 0 | 3 |
| OTA 209 | Professional Development VI | 1 | 0 | 0 | 1 |
| OTA 210 | Pediatric Programming | 3 | 2 | 3 | 5 |
| OTA 212 | Psychiatric Programming | 3 | 2 | 3 | 5 |
| OTA 217 | Planning & Implementation of Therapeutic Programs | 2 | 2 | 0 | 3 |
| OTA 218 | Service Management | 1 | 0 | 0 | 1 |

| | | | | | |
|---------------|---|-----------|-----------|-----------|-----------|
| OTA 221 | Occupational Therapy Level II Fieldwork | 0 | 0 | 27 | 9 |
| OTA 223 | Senior Topics | 1 | 0 | 0 | 1 |
| OTA 224 | Occupational Therapy Level II Fieldwork | 0 | 0 | 27 | 9 |
| TOTALS | | 42 | 18 | 66 | 73 |

RELATED COURSES

| | | | | | |
|---------------|-------------------------------------|-----------|-----------|----------|-----------|
| BIO 107 | Anatomy & Physiology I | 4 | 2 | 0 | 5 |
| BIO 108 | Anatomy & Physiology II | 4 | 2 | 0 | 5 |
| BIO 120 | Principles of Disease | 3 | 2 | 0 | 4 |
| CAS 101 | Personal Computer Familiarization | 2 | 2 | 0 | 3 |
| OSC 120 | Terminology & Vocabulary: Medical I | 2 | 2 | 0 | 3 |
| PSY 280 | Abnormal Psychology | 3 | 0 | 0 | 3 |
| SAF 111 | Cardiopulmonary Resuscitation | 1 | 0 | 0 | 1 |
| TOTALS | | 19 | 10 | 0 | 24 |

GENERAL EDUCATION

| | | | | | |
|-------------------------------------|----------------------------|-----------|-----------|-----------|------------|
| ENG 161 | Composition I | 5 | 0 | 0 | 5 |
| LIB 151 | Library Research Skills | 2 | 0 | 0 | 2 |
| ORI 100 | New Student Seminar | 1 | 0 | 0 | 1 |
| PSY 120 | Human Growth & Development | 3 | 0 | 0 | 3 |
| PSY 155 | General Psychology | 5 | 0 | 0 | 5 |
| SOC 151 | Sociology | 5 | 0 | 0 | 5 |
| SPH 151 | Voice & Diction | 3 | 0 | 0 | 3 |
| TOTALS | | 24 | 0 | 0 | 24 |
| Electives | | 3 | 0 | 0 | 3 |
| TOTAL CREDITS for AAS DEGREE | | 88 | 28 | 66 | 124 |

Cooperative Education Work Experience is not allowed.

Students enrolled full-time and making satisfactory progress should complete this program in eight quarters.

Additional time may be needed to achieve minimum requirements in English, Math or Science.

The Occupational Therapy Assistant Program is accredited by the Accreditation Council for Occupational Therapy Education.

PARALEGAL TECHNOLOGY (T-120)

The Paralegal Technology curriculum trains individuals in basic knowledge and applications of the law to work under the supervision of attorneys. The paralegal/legal assistant can support attorneys by performing routine legal tasks, and assisting with more complicated and difficult legal work. Training will include legal specialty courses such as legal research, real estate, litigation preparation, as well as general subjects such as English, oral communications, mathematics, and computer skills.

Graduates of the Paralegal Technology curriculum are trained to assist an attorney or group of attorneys in many areas of law. A paralegal/legal assistant is not able to practice law, give legal advice or represent clients in a court of law. However, paralegal/legal assistants can represent clients in some administrative hearings. Paralegal graduates will be able to assist in work on probate matters, conduct investigations, search public records, serve and file legal documents, perform library research, and provide office management. Employment opportunities and job descriptions vary greatly depending on whether a paralegal/legal assistant is hired by a private law firm, or a government agency, or a corporation such as a bank or insurance company.

COURSE AND HOUR REQUIREMENTS

| MAJOR COURSES | | | CLIN/ CREDIT | | |
|---------------|---------------------------------------|--|--------------|-----|------------|
| | | | CLASS | LAB | SHOP HOURS |
| BUS 166 | Business Law I | | 3 | 0 | 0 3 |
| BUS 167 | Business Law II | | 3 | 0 | 0 3 |
| CJC 125 | Criminal Procedures & NC Court System | | 3 | 0 | 0 3 |
| CJC 205 | Evidence | | 3 | 0 | 0 3 |
| LEX 101 | Introduction to Paralegalism | | 3 | 0 | 0 3 |
| LEX 102 | Legal Writing | | 3 | 0 | 0 3 |
| LEX 103 | Legal Research I | | 1 | 2 | 0 2 |
| LEX 115 | Criminal Law | | 3 | 0 | 0 3 |
| LEX 204 | Westlaw | | 0 | 2 | 0 1 |
| LEX 205 | Business Organization | | 3 | 0 | 0 3 |
| LEX 206 | Legal Research II | | 1 | 2 | 0 2 |
| LEX 208 | Investigation | | 3 | 2 | 0 4 |
| LEX 210 | Real Property & Title Abstracting I | | 2 | 2 | 0 3 |
| LEX 211 | Real Property & Title Abstracting II | | 2 | 2 | 0 3 |
| LEX 212 | Real Estate Transactions | | 2 | 2 | 0 3 |
| LEX 215 | Administrative & Governmental Law | | 4 | 0 | 0 4 |
| LEX 218 | Bankruptcy & Collections | | 4 | 0 | 0 4 |
| LEX 220 | Family Law | | 3 | 0 | 0 3 |
| LEX 224 | Torts | | 3 | 0 | 0 3 |
| LEX 232 | Estate Administration | | 4 | 2 | 0 5 |
| LEX 240 | Civil Litigation I | | 5 | 0 | 0 5 |
| LEX 241 | Civil Litigation II | | 3 | 0 | 0 3 |

| | | | | | |
|---------------|------------------------------|-----------|-----------|----------|-----------|
| OSC 207 | Law Office Management | 3 | 0 | 0 | 3 |
| or | | | | | |
| COE 249 | Paralegal Internship/Seminar | | | | |
| TOTALS | | 64 | 16 | 0 | 72 |

RELATED COURSES

| | | | | | |
|---------------|--|-----------|----------|----------|-----------|
| ACC 151 | Principles of Accounting | 3 | 2 | 0 | 4 |
| ACC 229 | Taxes | 3 | 2 | 0 | 4 |
| BUS 119 | Business Mathematics for Paralegals | 3 | 0 | 0 | 3 |
| CAS 100 | Introduction to Microcomputer Applications | 2 | 0 | 3 | 3 |
| MAT 101 | Algebra I | 5 | 0 | 0 | 5 |
| OSC 103 | Intermediate Keyboarding | 2 | 0 | 3 | 3 |
| OSC 110 | Word Processing/WordPerfect | 2 | 0 | 3 | 3 |
| TOTALS | | 20 | 4 | 9 | 25 |

GENERAL EDUCATION

| | | | | | |
|---------------|--------------------------|-----------|----------|----------|-----------|
| ENG 161 | Grammar & Composition I | 5 | 0 | 0 | 5 |
| ENG 162 | Grammar & Composition II | 5 | 0 | 0 | 5 |
| ENG 204 | Oral Communications | 3 | 0 | 0 | 3 |
| ORI 100 | New Student Seminar | 1 | 0 | 0 | 1 |
| POL 102 | National Government | 3 | 0 | 0 | 3 |
| POL 103 | State & Local Government | 3 | 0 | 0 | 3 |
| #PSY 102 | General Psychology | 3 | 0 | 0 | 3 |
| TOTALS | | 23 | 0 | 0 | 23 |

| | | | | | |
|-------------------------------------|----------|------------|-----------|----------|------------|
| # | Elective | 3 | 0 | 0 | 3 |
| TOTAL CREDITS for AAS DEGREE | | 110 | 20 | 9 | 123 |

#Cooperative Education Work Experience:

-Up to 3 credit hours may be substituted for PSY 102.

-Up to 3 credit hours may be taken in lieu of required electives.

Students enrolled full-time and making satisfactory progress should complete this program in seven quarters.

Additional time may be needed to achieve minimum requirements in English, Math or Science.

PERSONNEL MANAGEMENT TECHNOLOGY (T-202)

The Personnel Management Technology curriculum is designed to meet the multifaceted demands of human resources management in business, industry, and service agencies. The primary objective of this curriculum is the development of generalists, paraprofessionals, technicians, and specialists in the three major areas of personnel administration, training, and managerial skills. Courses in the personnel administration area should provide the students with the key competencies and technical expertise to handle interviewing, recruiting, placement, needs assessment, planning and activities related to compensation and benefits. The courses about training should familiarize the students with learning approaches, skills building, and the design and preparation of training materials and programs. In addition, the students will be given exposure to the management and people skills that will enable them to work effectively with all employees in their respective organizations. Graduates from this program should be able to function at entry level positions in personnel, training, and other human resource development areas.

COURSE AND HOUR REQUIREMENTS

| MAJOR COURSES | | CLIN/ CREDIT | | |
|---------------|--|--------------|----------|-------------|
| | | CLASS | LAB | SHOP HOURS |
| ACC 151 | Principles of Accounting | 3 | 2 | 0 4 |
| BUS 154 | Personnel Administration | 3 | 0 | 0 3 |
| BUS 157 | Personnel Law | 3 | 0 | 0 3 |
| BUS 161 | People Skills I: Personal Dynamics | 3 | 0 | 0 3 |
| BUS 162 | People Skills II: Interpersonal Dynamics | 3 | 0 | 0 3 |
| BUS 163 | People Skills III: Organizational Dynamics | 3 | 0 | 0 3 |
| BUS 169 | Compensation & Benefits | 3 | 0 | 0 3 |
| BUS 201 | Performance Management | 3 | 0 | 0 3 |
| BUS 211 | Leadership & Management Skills | 3 | 0 | 0 3 |
| BUS 221 | Managerial Communications | 3 | 0 | 0 3 |
| BUS 261 | Training I: Adult Learning Principles | 3 | 0 | 0 3 |
| BUS 262 | Training II: Material Preparation | 3 | 0 | 0 3 |
| BUS 263 | Training III: Presentation Skills | 3 | 0 | 0 3 |
| BUS 272 | Principles of Supervision | 3 | 0 | 0 3 |
| CAS 100 | Introduction to Microcomputer Applications | 2 | 0 | 3 3 |
| ISC 102 | Industrial Safety | 3 | 0 | 0 3 |
| ISC 232 | Labor Relations | 4 | 0 | 0 4 |
| * | Electives | 12 | 0 | 0 12 |
| TOTALS | | 63 | 2 | 3 65 |

RELATED COURSES

| | | | | |
|---------|-----------------------------------|---|---|-----|
| CSC 114 | Introduction to Computer Concepts | 3 | 0 | 0 3 |
| ECO 151 | Economics I | 3 | 0 | 0 3 |
| ECO 152 | Economics II | 3 | 0 | 0 3 |

| | | | | | |
|---------------|-----------------------------|-----------|----------|----------|-----------|
| MAT 100 | Fundamentals of Mathematics | 5 | 0 | 0 | 5 |
| TOTALS | | <u>14</u> | <u>0</u> | <u>0</u> | <u>14</u> |

GENERAL EDUCATION

| | | | | | |
|---------------|--------------------------|-----------|----------|----------|-----------|
| ENG 101 | Grammar & Composition I | 3 | 0 | 0 | 3 |
| ENG 102 | Grammar & Composition II | 3 | 0 | 0 | 3 |
| ENG 103 | Report Writing | 3 | 0 | 0 | 3 |
| ENG 204 | Oral Communications | 3 | 0 | 0 | 3 |
| ORI 100 | New Student Seminar | 1 | 0 | 0 | 1 |
| PSY 106 | Applied Psychology | 3 | 0 | 0 | 3 |
| SOC 103 | Social Problems | 3 | 0 | 0 | 3 |
| TOTALS | | <u>19</u> | <u>0</u> | <u>0</u> | <u>19</u> |

| | | | | | |
|-------------------------------------|-----------|------------|----------|----------|------------|
| # | Electives | 9 | 0 | 0 | 9 |
| TOTAL CREDITS for AAS DEGREE | | <u>105</u> | <u>2</u> | <u>3</u> | <u>107</u> |

*Recommended Major Electives:

ACC 152, 153; BUS 117, 134, 166, 235; CAS 240, 241; ISC 201, 209, 231; MKT 239, 240;
OSC 102, 103, 110, 215

#Cooperative Education Work Experience: Up to 9 credit hours may be taken in lieu of required electives.

This curriculum is offered only in the evening.

PHLEBOTOMY (V-168)

A Phlebotomy technician curriculum prepares the graduate to draw blood specimens from patients for the purpose of testing and analyzing blood. The job involves duties related to the preparation and maintenance of equipment used in obtaining blood specimens; the use of appropriate communication skills when working with patients; the selection of venipuncture sites; the care of blood specimens; and the entry of the testing process into the computer, as well as clerical duties associated with record keeping of the blood tests.

COURSE AND HOUR REQUIREMENTS

| MAJOR COURSES | CLIN/ | | | CREDIT HOURS |
|---------------------------------------|------------------|-----------------|------------------|------------------|
| | CLASS | LAB | SHOP | |
| MLA 1100 Concepts of Phlebotomy | 10 | 4 | 0 | 12 |
| MLA 1102 Clinical Phlebotomy | 0 | 0 | 12 | 4 |
| TOTALS | <u>10</u> | <u>4</u> | <u>12</u> | <u>16</u> |
| RELATED COURSES | | | | |
| SAF 111 Cardiopulmonary Resuscitation | 1 | 0 | 0 | 1 |
| TOTALS | <u>1</u> | <u>0</u> | <u>0</u> | <u>1</u> |
| TOTAL CREDITS for CERTIFICATE | <u><u>11</u></u> | <u><u>4</u></u> | <u><u>12</u></u> | <u><u>17</u></u> |

Cooperative Education Work Experience is not allowed.

Students should complete this program in one quarter.

PRE-BUSINESS ADMINISTRATION (C-004)

Pre-Business Administration is designed for those students who wish to transfer to a senior college or university to pursue majors in the areas of accounting, banking, business administration, economics, finance, management, marketing, quantitative methods, or real estate. Degree plans may vary according to requirements of the senior institution.

COURSE AND HOUR REQUIREMENTS

| MAJOR COURSES | | CLIN/ CREDIT | | |
|------------------------------------|--|--------------|-------------|-----------|
| | | CLASS | LAB SHOP | HOURS |
| ACC 151 | Principles of Accounting | 3 | 2 0 | 4 |
| ACC 152 | Principles of Accounting | 3 | 2 0 | 4 |
| ACC 153 | Principles of Accounting | 3 | 2 0 | 4 |
| BUS 166 | Business Law I | 3 | 0 0 | 3 |
| BUS 167 | Business Law II | 3 | 0 0 | 3 |
| CSC 151 | Introduction to Computers | 5 | 0 0 | 5 |
| ECO 151 | Economics I | 3 | 0 0 | 3 |
| ECO 152 | Economics II | 3 | 0 0 | 3 |
| ECO 153 | Economics III | 3 | 0 0 | 3 |
| ENG 161 | Composition I | 5 | 0 0 | 5 |
| ENG 162 | Composition II | 5 | 0 0 | 5 |
| HEA 151 | Personal & Community Health | 3 | 0 0 | 3 |
| LIB 151 | Library Research Skills | 2 | 0 0 | 2 |
| MAT 166 | Applied Mathematics | 5 | 0 0 | 5 |
| MAT 180 | Statistical Analysis | 5 | 0 0 | 5 |
| +ORI 100 | New Student Seminar | 1 | 0 0 | 1 |
| PSY 155 | General Psychology | 5 | 0 0 | 5 |
| SOC 151 | Sociology | 5 | 0 0 | 5 |
| SPH 260 | Business & Professional Communications | 5 | 0 0 | 5 |
| * Electives | | | | |
| | Fine Arts or Humanities | 6 | 0 0 | 6 |
| | Physical Education Electives | 0 | 4 0 | 2 |
| | Science Electives | 9 | 6 0 | 12 |
| | Social Science Electives | 1 | 0 0 | 1 |
| | Speech Electives | 3 | 0 0 | 3 |
| TOTAL CREDITS for AA DEGREE | | 89 | 16 0 | 97 |

+ORI 101 may also be required by instructor

***Recommended Electives**

Fine Arts:

ART 160; MUS 151; SPH 151, 160, 260

Humanities:

ENG 163, 251, 252, 261, 262; HUM 151, 280; PHI 151; REL 151, 160, 161; SPA 151, 152, 161, 162

Physical Education:

PED 151, 160-162, 164, 165, 171, 173, 175, 180, 181, 183, 196

Science:

BIO 251, 252, 253, 260; CHM 251, 252, 253, 260; PHY 260, 261, 262, 270

Social Science:

ANT 160, 161; GEO 151; HIS 151, 152, 160, 161; POL 151, 251; PSY 160, 280; SOC 160, 270

#Cooperative Education Work Experience: Up to 6 credit hours may be taken as additional electives.

Students enrolled full-time and making satisfactory progress should complete this program in six quarters.
Additional time may be needed to achieve minimum requirements in English, Math or Science.

PRE-EDUCATION (ELEMENTARY) (C-020)

Pre-Education (Elementary) is designed for students who plan to transfer to senior institutions and major in elementary education.

COURSE AND HOUR REQUIREMENTS

| MAJOR COURSES | | CLIN/ CREDIT | | | HOURS |
|---------------|---|--------------|-----|------|-------|
| | | CLASS | LAB | SHOP | |
| ANT 161 | Societies Around the World | 5 | 0 | 0 | 5 |
| or | | | | | |
| SOC 151 | Sociology | | | | |
| CSC 151 | Introduction to Computers | 5 | 0 | 0 | 5 |
| EDU 151 | Introduction to Exceptional Children | 3 | 0 | 0 | 3 |
| EDU 152 | Early Experiences for the Prospective Teacher | 1 | 2 | 0 | 2 |
| ENG 161 | Composition I | 5 | 0 | 0 | 5 |
| ENG 162 | Composition II | 5 | 0 | 0 | 5 |
| ENG 261 | American Literature I | 3 | 0 | 0 | 3 |
| ENG 262 | American Literature II | 3 | 0 | 0 | 3 |
| GEO 151 | Introduction to Geography | 5 | 0 | 0 | 5 |
| HEA 151 | Personal & Community Health | 3 | 0 | 0 | 3 |
| HIS 151 | American History I | 5 | 0 | 0 | 5 |
| or | | | | | |
| HIS 152 | American History II | | | | |
| HIS 160 | World History to 1500 | 5 | 0 | 0 | 5 |
| or | | | | | |
| HIS 161 | World History Since 1500 | | | | |
| LIB 151 | Library Research Skills | 2 | 0 | 0 | 2 |
| MAT 251 | Basic Concepts of Math I | 5 | 0 | 0 | 5 |
| MAT 252 | Basic Concepts of Math II | 1 | 4 | 0 | 3 |
| MUS 151 | Music Appreciation | 3 | 0 | 0 | 3 |
| or | | | | | |
| ART 160 | Art Appreciation | | | | |
| +ORI 100 | New Student Seminar | 1 | 0 | 0 | 1 |
| PED 151 | Foundations in Physical Education | 2 | 0 | 0 | 2 |
| POL 251 | Introduction to U.S. Government | 5 | 0 | 0 | 5 |
| or | | | | | |
| ECO 151 | Economics I | | | | |
| and | | | | | |
| ECO 152 | Economics II | | | | |
| PSY 155 | General Psychology | 5 | 0 | 0 | 5 |
| SPH 151 | Voice & Diction | 3 | 0 | 0 | 3 |
| or | | | | | |
| SPH 160 | Public Speaking | | | | |

| | | | | |
|---|-----------|-----------|----------|-----------|
| * Electives | | | | |
| General Electives | 1 | 0 | 0 | 1 |
| Physical Education Electives | 0 | 2 | 0 | 1 |
| Science Electives | 9 | 6 | 0 | 12 |
| (Select 2 biological sciences and 1 physical science; or 2 physical sciences and 1 biological science) | | | | |
| TOTAL CREDITS for AA DEGREE | <u>90</u> | <u>14</u> | <u>0</u> | <u>92</u> |

+ORI 101 may also be required by instructor

*Elective credits should be selected based on the student's prospective teaching field.

*Recommended Electives

General:

ACC 151, 152, 153; ANT 160; BUS 165, 166, 167; ECO 151, 152, 153; ENG 163; HIS 151, 152, 160, 161; HUM 151, 280; MAT 102, 180; POL 151; PSY 120, 160, 280; REL 151, 160, 161; SOC 151, 160, 270; SPA 151, 152, 161, 162; SPH 260

Physical Education:

PED 151, 160-162, 164, 165, 171, 173, 175, 180, 181, 183, 196

Science:

BIO 251, 252, 253, 260; CHM 251, 252, 253, 260; PHY 260, 261, 262, 270

#Cooperative Education Work Experience: Up to 6 credit hours may be taken as additional electives.

Students enrolled full-time and making satisfactory progress should complete this program in six quarters.

Additional time may be needed to achieve minimum requirements in English, Math or Science.

PRE-EDUCATION (SECONDARY) (C-028)

Pre-Education (Secondary) is designed for students who plan to transfer to senior institutions and major in secondary education and then teach in high school. Students take the same courses as pre-liberal arts students, with elective hours chosen in the area of major interest.

COURSE AND HOUR REQUIREMENTS

| MAJOR COURSES | | CLASS | LAB | CLIN/ SHOP | CREDIT HOURS |
|-----------------------------|-----------------------------|-------|-----|---------------|-----------------|
| CSC 151 | Introduction to Computers | 5 | 0 | 0 | 5 |
| ENG 161 | Composition I | 5 | 0 | 0 | 5 |
| ENG 162 | Composition II | 5 | 0 | 0 | 5 |
| HEA 151 | Personal & Community Health | 3 | 0 | 0 | 3 |
| LIB 151 | Library Research Skills | 2 | 0 | 0 | 2 |
| MAT 151 | College Algebra | 5 | 0 | 0 | 5 |
| or | | | | | |
| MAT 251 | Basic Concepts of Math I | | | | |
| +ORI 100 | New Student Seminar | 1 | 0 | 0 | 1 |
| PSY 240 | Psychology of Adolescence | 5 | 0 | 0 | 5 |
| SPH 151 | Voice & Diction | 3 | 0 | 0 | 3 |
| or | | | | | |
| SPH 160 | Public Speaking | | | | |
| * Electives | | | | | |
| General | | 22 | 0 | 0 | 22 |
| Humanities or Fine Arts | | 12 | 0 | 0 | 12 |
| Physical Education | | 0 | 4 | 0 | 2 |
| Science | | 9 | 6 | 0 | 12 |
| Social Science | | 15 | 0 | 0 | 15 |
| TOTAL CREDITS for AA DEGREE | | 92 | 10 | 0 | 97 |

+ORI 101 may also be required by instructor

*Elective credits should be selected based on student's prospective teaching field.

*Recommended Electives

Fine Arts:

ART 160; MUS 151; SPH 151, 160, 260

Humanities:

ENG 163, 251, 252, 261, 262; HUM 151, 280; PHI 151; REL 151, 160, 161; SPA 151, 152, 161, 162

Physical Education:

PED 151, 160-162, 164, 165, 171, 173, 175, 180, 181, 183, 196

Science:

BIO 251, 252, 253, 260; CHM 251, 252, 253, 260; PHY 260, 261, 262, 270

Social Science:

ANT 160, 161; ECO 151, 152, 153; GEO 151; HIS 151, 152, 160, 161; POL 151, 251; PSY 155, 160, 280; SOC 151, 160, 270

General:

ACC 151, 152, 153; BUS 165, 166, 167; MAT 102, 180, 251

#Cooperative Education Experience: Up to 6 credit hours may be taken as additional electives.

Students enrolled full-time and making satisfactory progress should complete this program in six quarters.

Additional time may be needed to achieve minimum requirements in English, Math or Science.

PRE-LIBERAL ARTS (C-011)

The Pre-Liberal Arts curriculum is designed for students who intend to transfer to a senior college for their four-year degrees and for people who wish a liberal arts education ending in a two-year degree. Students take general college courses, including courses in English, math, biology, speech, health, physical education, and social sciences such as sociology and history. Because the program is general, many students who have not decided on a major select pre-liberal arts. Adjustments can be made to meet the general education requirements of most colleges and universities.

COURSE AND HOUR REQUIREMENTS

| MAJOR COURSES | | CLIN/ CREDIT | | |
|-----------------------------|-----------------------------|--------------|-----------|-------------|
| | | CLASS | LAB | SHOP HOURS |
| CSC 151 | Introduction to Computers | 5 | 0 | 0 5 |
| ENG 161 | Composition I | 5 | 0 | 0 5 |
| ENG 162 | Composition II | 5 | 0 | 0 5 |
| HEA 151 | Personal & Community Health | 3 | 0 | 0 3 |
| LIB 151 | Library Research Skills | 2 | 0 | 0 2 |
| MAT 151 | College Algebra | 5 | 0 | 0 5 |
| or | | | | |
| MAT 251 | Basic Concepts of Math I | | | |
| or | | | | |
| MAT 166 | Applied Mathematics | | | |
| +ORI 100 | New Student Seminar | 1 | 0 | 0 1 |
| SPH 151 | Voice & Diction | 3 | 0 | 0 3 |
| or | | | | |
| SPH 160 | Public Speaking | | | |
| * Electives | | | | |
| | Fine Arts | 3 | 0 | 0 3 |
| | General | 19 | 0 | 0 19 |
| | Humanities | 3 | 0 | 0 3 |
| | Humanities or Fine Arts | 9 | 0 | 0 9 |
| | Physical Education | 0 | 4 | 0 2 |
| | Science | 9 | 6 | 0 12 |
| | Social Science | 20 | 0 | 0 20 |
| TOTAL CREDITS for AA DEGREE | | <u>92</u> | <u>10</u> | <u>0 97</u> |

+ORI 101 may also be required by instructor

*Recommended Electives

Fine Arts:

ART 160; MUS 151; SPH 151, 160, 260

Humanities:

ENG 163, 251, 252, 261, 262; HUM 151, 280; PHI 151; REL 151, 160, 161; SPA 151, 152, 161, 162

Physical Education:

PED 151, 160-162, 164, 165, 171, 173, 175, 180, 181, 183, 196

Science:

BIO 251, 252, 253, 260; CHM 251, 252, 253, 260; PHY 260, 261, 262, 270

Social Science:

ANT 160, 161; ECO 151, 152, 153; GEO 151; HIS 151, 152, 160, 161; POL 151, 251; PSY 155, 160, 280; SOC 151, 160, 270

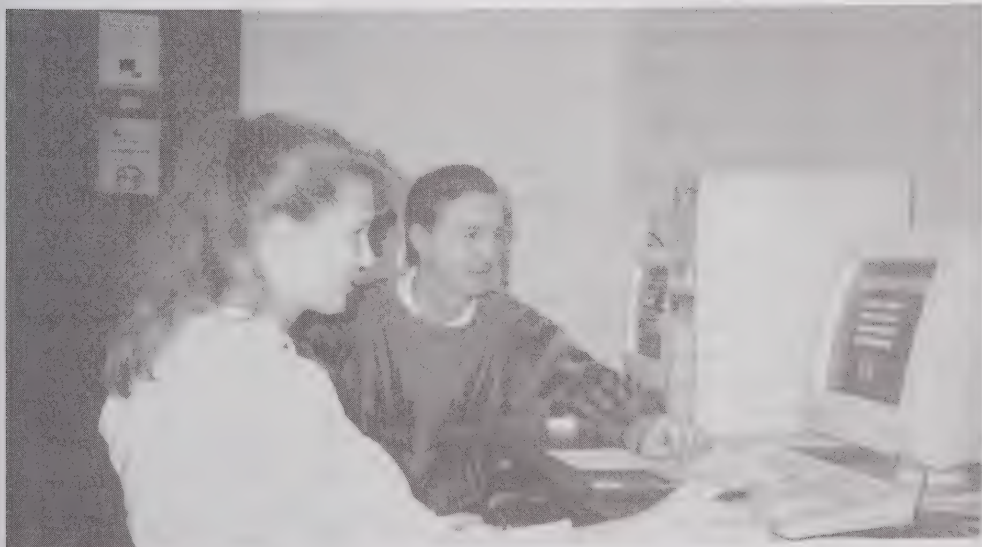
General:

ACC 151, 152, 153; BUS 165, 166, 167; MAT 102, 180, 251

#Cooperative Education Work Experience: Up to 6 credit hours may be taken as additional electives.

Students enrolled full-time and making satisfactory progress should complete this program in eight quarters.

Additional time may be needed to achieve minimum requirements in English, Math or Science.



RADIATION THERAPY TECHNOLOGY (T-221)

Radiation Therapy Technology is a health science which applies prescribed doses of ionizing radiation to specific areas of the patient's body for treatment of disease, primarily cancer. The technologist works in conjunction with the radiation therapy staff nurses, physicists, and physicians. The technologist, through academic and clinical studies, is skilled in treatment management, administration of prescribed radiation therapy treatment, and provision of patient support.

Radiation therapy technologists find employment in radiation therapy facilities in hospitals and free-standing cancer treatment centers. Major responsibilities fall into the specialties of patient care, patient education, research, and treatment planning (dosimetry).

Graduates are eligible to take the national examination given by the American Registry of Radiologic Technologists for certification and registration in radiation therapy technology.

Individuals preparing for enrollment in the curriculum should consider completion of courses in biology, geometry, and algebra prior to entrance. Courses in chemistry and physics have also proven to be helpful.

COURSE AND HOUR REQUIREMENTS

| MAJOR COURSES | | CLASS | LAB | CLIN/ SHOP | CREDIT HOURS |
|---------------|---------------------------------|-----------|-----------|---------------|-----------------|
| BIO 210 | Radiation Biology | 4 | 0 | 0 | 4 |
| RAD 101 | Radiologic Technology I | 4 | 2 | 0 | 5 |
| RAD 102 | Radiologic Technology II | 4 | 0 | 0 | 4 |
| RAD 103 | Radiologic Technology III | 4 | 0 | 0 | 4 |
| RAD 111 | Radiographic Positioning | 4 | 2 | 0 | 5 |
| RAD 112 | Clinical Education | 1 | 2 | 12 | 6 |
| RAD 113 | Clinical Education | 1 | 4 | 15 | 8 |
| RAD 115 | Studies in Pathology | 0 | 2 | 0 | 1 |
| RAD 201 | Radiation Therapy Physics | 3 | 0 | 0 | 3 |
| RAD 211 | Radiologic Physics | 3 | 2 | 0 | 4 |
| RAD 220 | Oncology | 3 | 0 | 0 | 3 |
| RAD 221 | Radiation Oncology I | 3 | 0 | 0 | 3 |
| RAD 222 | Radiation Oncology II | 3 | 0 | 0 | 3 |
| RAD 223 | Radiation Oncology III | 3 | 0 | 0 | 3 |
| RAD 224 | Radiation Physics I | 3 | 0 | 0 | 3 |
| RAD 231 | Radiation Therapy Practicum I | 0 | 0 | 15 | 5 |
| RAD 232 | Radiation Therapy Practicum II | 0 | 0 | 18 | 6 |
| RAD 233 | Radiation Therapy Practicum III | 0 | 0 | 21 | 7 |
| RAD 234 | Radiation Therapy Practicum IV | 0 | 0 | 36 | 12 |
| RAD 238 | Dosimetry | 3 | 0 | 0 | 3 |
| RAD 239 | Clinical Oncology I | 3 | 0 | 0 | 3 |
| RAD 240 | Clinical Oncology II | 3 | 0 | 0 | 3 |
| TOTALS | | 52 | 14 | 117 | 98 |

RELATED COURSES

| | | | | | |
|---------------|-----------------------------------|-----------|----------|----------|-----------|
| BIO 107 | Anatomy & Physiology I | 4 | 2 | 0 | 5 |
| BIO 108 | Anatomy & Physiology II | 4 | 2 | 0 | 5 |
| CAS 101 | Personal Computer Familiarization | 2 | 2 | 0 | 3 |
| MAT 101 | Algebra I | 5 | 0 | 0 | 5 |
| SAF 111 | Cardiopulmonary Resuscitation | 1 | 0 | 0 | 1 |
| TOTALS | | 16 | 6 | 0 | 19 |

GENERAL EDUCATION

| | | | | | |
|-------------------------------------|--------------------------|-----------|-----------|------------|------------|
| ENG 101 | Grammar & Composition I | 3 | 0 | 0 | 3 |
| ENG 102 | Grammar & Composition II | 3 | 0 | 0 | 3 |
| ORI 100 | New Student Seminar | 1 | 0 | 0 | 1 |
| PSY 155 | General Psychology | 5 | 0 | 0 | 5 |
| SOC 151 | Sociology | 5 | 0 | 0 | 5 |
| SPH 160 | Public Speaking | 3 | 0 | 0 | 3 |
| TOTALS | | 20 | 0 | 0 | 20 |
| Electives | | 3 | 0 | 0 | 3 |
| TOTAL CREDITS for AAS DEGREE | | 91 | 20 | 117 | 140 |

Cooperative Education Work Experience is not allowed.

Students enrolled full-time and making satisfactory progress should complete this program in eight quarters.

Additional time may be needed to achieve minimum requirements in English, Math or Science.

This program has accreditation by the Committee on Allied Health Education and Accreditation of the American Medical Association in cooperation with the Joint Review Committee on Education in Radiologic Technology.

DIPLOMA

Graduates of the Radiologic Technology curriculum have an option of a one-year Radiation Therapy diploma by completing the following courses:

| MAJOR COURSES | | CLIN/ | | | CREDIT HOURS |
|---------------------------|---------------------------------|-------|-----|------|-----------------|
| | | CLASS | LAB | SHOP | |
| BIO 210 | Radiation Biology | 4 | 0 | 0 | 4 |
| RAD 201 | Radiation Therapy Physics | 3 | 0 | 0 | 3 |
| RAD 220 | Oncology | 3 | 0 | 0 | 3 |
| RAD 221 | Radiation Oncology I | 3 | 0 | 0 | 3 |
| RAD 222 | Radiation Oncology II | 3 | 0 | 0 | 3 |
| RAD 223 | Radiation Oncology III | 3 | 0 | 0 | 3 |
| RAD 224 | Radiation Physics I | 3 | 0 | 0 | 3 |
| RAD 231 | Radiation Therapy Practicum I | 0 | 0 | 15 | 5 |
| RAD 232 | Radiation Therapy Practicum II | 0 | 0 | 18 | 6 |
| RAD 233 | Radiation Therapy Practicum III | 0 | 0 | 21 | 7 |
| RAD 234 | Radiation Therapy Practicum IV | 0 | 0 | 36 | 12 |
| RAD 238 | Dosimetry | 3 | 0 | 0 | 3 |
| RAD 239 | Clinical Oncology I | 3 | 0 | 0 | 3 |
| RAD 240 | Clinical Oncology II | 3 | 0 | 0 | 3 |
| TOTALS | | 31 | 0 | 90 | 61 |
| RELATED COURSES | | | | | |
| SAF 111 | Cardiopulmonary Resuscitation | 1 | 0 | 0 | 1 |
| GENERAL EDUCATION | | | | | |
| ENG 101 | Grammar & Composition I | 3 | 0 | 0 | 3 |
| ORI 100 | New Student Seminar | 1 | 0 | 0 | 1 |
| SOC 151 | Sociology | 5 | 0 | 0 | 5 |
| TOTALS | | 9 | 0 | 0 | 9 |
| TOTAL CREDITS for DIPLOMA | | 41 | 0 | 90 | 71 |

RADIOLOGIC TECHNOLOGY (T-061)

The Radiologic Technology curriculum prepares graduates to be competent Medical Radiographers. The radiographer is a skilled person qualified by technological education to provide patient services using imaging modalities (as directed by physicians qualified to order and/or perform radiologic procedures) by applying knowledge of the principles of radiation protection for patient, self, and others; applying knowledge of anatomy, positioning, and radiographic techniques to accurately demonstrate anatomical structures on a radiograph; determining exposure factors to achieve optimum radiographic technique with a minimum of radiation exposure to the patient; examining radiographs for the purpose of evaluating technique, positioning, and other pertinent technical qualities; exercising discretion and judgment in the performance of medical imaging procedures; providing patient care essential to radiologic procedures; and recognizing emergency patient conditions and initiating life-saving first aid.

Graduates may be employed in radiology departments in hospitals, clinics, physicians' offices, research and medical laboratories, and federal and state agencies and industry.

Graduates are eligible to take the national examination given by the American Registry of Radiologic Technologists for certification and registration as medical radiographers.

Individuals desiring a career in radiologic technology should take courses in biology, algebra, and chemistry and/or physics prior to entering the program.

COURSE AND HOUR REQUIREMENTS

| MAJOR COURSES | | CLIN/ CREDIT | | |
|---------------|---------------------------|--------------|----------|-------|
| | | CLASS | LAB SHOP | HOURS |
| BIO 107 | Anatomy & Physiology I | 4 | 2 0 | 5 |
| BIO 108 | Anatomy & Physiology II | 4 | 2 0 | 5 |
| RAD 101 | Radiologic Technology I | 4 | 2 0 | 5 |
| RAD 102 | Radiologic Technology II | 4 | 0 0 | 4 |
| RAD 103 | Radiologic Technology III | 4 | 0 0 | 4 |
| RAD 104 | Radiologic Technology IV | 4 | 2 0 | 5 |
| RAD 111 | Radiographic Positioning | 4 | 2 0 | 5 |
| RAD 112 | Clinical Education | 1 | 2 12 | 6 |
| RAD 113 | Clinical Education | 1 | 4 15 | 8 |
| RAD 114 | Clinical Education | 1 | 4 15 | 8 |
| RAD 205 | Radiologic Technology V | 4 | 2 0 | 5 |
| RAD 206 | Pathology | 3 | 0 0 | 3 |
| RAD 208 | Radiologic Technology VI | 6 | 0 0 | 6 |
| RAD 211 | Radiologic Physics | 3 | 2 0 | 4 |
| RAD 215 | Clinical Education | 4 | 0 18 | 10 |
| RAD 216 | Clinical Education | 3 | 0 18 | 9 |

| | | | | | |
|---------------|--------------------|-----------|-----------|------------|------------|
| RAD 217 | Clinical Education | 2 | 0 | 18 | 8 |
| RAD 218 | Clinical Education | 1 | 0 | 18 | 7 |
| TOTALS | | 57 | 24 | 114 | 107 |

RELATED COURSES

| | | | | | |
|---------------|-----------------------------------|-----------|----------|----------|-----------|
| BIO 210 | Radiation Biology | 4 | 0 | 0 | 4 |
| CAS 101 | Personal Computer Familiarization | 2 | 2 | 0 | 3 |
| MAT 101 | Algebra I | 5 | 0 | 0 | 5 |
| PSY 104 | Human Relations | 3 | 0 | 0 | 3 |
| SAF 111 | Cardiopulmonary Resuscitation | 1 | 0 | 0 | 1 |
| TOTALS | | 15 | 2 | 0 | 16 |

GENERAL EDUCATION

| | | | | | |
|-------------------------------------|--------------------------|-----------|-----------|------------|------------|
| ENG 101 | Grammar & Composition I | 3 | 0 | 0 | 3 |
| ENG 102 | Grammar & Composition II | 3 | 0 | 0 | 3 |
| ORI 100 | New Student Seminar | 1 | 0 | 0 | 1 |
| PSY 155 | General Psychology | 5 | 0 | 0 | 5 |
| SOC 151 | Sociology | 5 | 0 | 0 | 5 |
| SPH 160 | Public Speaking | 3 | 0 | 0 | 3 |
| TOTALS | | 20 | 0 | 0 | 20 |
| Electives | | 3 | 0 | 0 | 3 |
| TOTAL CREDITS for AAS DEGREE | | 95 | 26 | 114 | 146 |

Cooperative Education Work Experience is not allowed.

Students enrolled full-time and making satisfactory progress should complete this program in eight quarters.

Additional time may be needed to achieve minimum requirements in English, Math or Science.

This program has accreditation by the Committee on Allied Health Education and Accreditation of the American Medical Association in cooperation with the Joint Review Committee on Education in Radiologic Technology.

REAL ESTATE (TECHNICAL SPECIALTY) (T-166)

The purpose of the Real Estate (Technical Specialty) curriculum is to provide the prelicensing education requirements needed for real estate salespersons and brokers.

The courses required by the North Carolina Real Estate Commission for prelicensing which are covered in this curriculum are Fundamentals of Real Estate, Real Estate Law, Real Estate Finance, and Brokerage Operations. In addition to these courses, Real Estate Math is also included.

After successful completion of Fundamentals of Real Estate, an individual may make application with the Real Estate Commission to take the prelicensing real estate salesperson examination. After successful completion of all the courses required by the Real Estate Commission, an individual may make application with the Commission to take the real estate prelicensing broker examination.

Employment opportunities are available in real estate firms as salespersons or brokers as well as a real estate broker in one's own business.

COURSE AND HOUR REQUIREMENTS

| MAJOR COURSES | | CLIN/ CREDIT | | |
|--------------------------------------|--|--------------|----------|------------|
| | | CLASS | LAB | SHOP HOURS |
| RLS 101 | Fundamentals of Real Estate: Salesman | 6 | 0 | 0 |
| RLS 102 | Fundamentals of Real Estate: Law | 3 | 0 | 0 |
| RLS 103 | Fundamentals of Real Estate: Finance | 3 | 0 | 0 |
| RLS 104 | Fundamentals of Real Estate: Broker | 3 | 0 | 0 |
| TOTALS | | 15 | 0 | 0 |
| RELATED COURSES | | | | |
| CAS 100 | Introduction to Microcomputer Applications | 2 | 0 | 3 |
| RLS 105 | Fundamentals of Real Estate: Math | 3 | 0 | 0 |
| TOTALS | | 5 | 0 | 3 |
| TOTAL CREDITS for CERTIFICATE | | 20 | 0 | 3 |

Cooperative Education Work Experience is not allowed.

Students making satisfactory progress should complete this program in three quarters.

REAL ESTATE APPRAISAL (T-224)

The purpose of the Real Estate Appraisal curriculum is to provide the prelicensing and pre-certification appraisal education requirements approved by the N. C. Real Estate Commission.

The courses required by the N. C. Real Estate Commission for prelicensing as a "state-licensed" appraiser are covered in this curriculum. These courses are Introduction of Real Estate Appraisal, Valuation Principles and Procedures, and Applied Residential Property Valuation.

The courses required by the N. C. Real Estate Commission for pre-certification as a "state-certified" appraiser are also provided. These courses are Introduction to Income Property Appraisal, Advanced Income Capitalization Procedures, and Applied Income Property Valuation. A good math background is very important in this curriculum. It is recommended that a student have mastered competencies found in a basic algebra course before taking Advanced Income Capitalization Procedures.

The courses required for the "state-licensed" appraiser and the "state-certified" appraiser must be completed in sequential order.

In addition to meeting the education requirements to become a "state-licensed" appraiser and/or a "state-certified" appraiser, an individual must pass the appraisal examinations given by the N. C. Real Estate Commission and meet the appraisal experience requirements. A "state-licensed" or "state-certified" appraiser will be able to identify himself or herself to the public as being state licensed and/or state certified, and will be qualified to perform appraisals in federally related transactions.

COURSE AND HOUR REQUIREMENTS

| MAJOR COURSES | | CLIN/ CREDIT | | |
|-------------------------------|---|--------------|-----|------------|
| | | CLASS | LAB | SHOP HOURS |
| APR 110 | Introduction to Real Estate Appraisal | 3 | 0 | 0 3 |
| APR 111 | Valuation Principles & Procedures | 3 | 0 | 0 3 |
| APR 112 | Applied Residential Property Valuation | 3 | 0 | 0 3 |
| APR 113 | Introduction to Income Property Appraisal | 3 | 0 | 0 3 |
| APR 114 | Advanced Income Capitalization Procedures | 3 | 0 | 0 3 |
| APR 115 | Applied Income Property Valuation | 3 | 0 | 0 3 |
| TOTAL CREDITS FOR CERTIFICATE | | 18 | 0 | 0 18 |

Cooperative Education Work Experience is not allowed.

Students should complete this program in three quarters.

RESIDENTIAL CARPENTRY (V-007)

The Residential Carpentry curriculum trains students to construct and make repairs to residential structures using standard building materials and hand and power tools. This curriculum is designed to teach carpentry skills and a general knowledge of residential construction. Instruction also includes the study of mathematics, blueprint reading, building codes and energy efficient construction.

Graduates will have a working knowledge of building materials, concrete form construction, rough framing, roofing, stair construction, insulation and the application of interior and exterior trim.

Graduates should qualify for employment in the residential building construction field as rough carpenters, framing carpenters, roofers, maintenance carpenters and other related job titles.

COURSE AND HOUR REQUIREMENTS

| MAJOR COURSES | CLIN/ CREDIT | | | HOURS |
|--|--------------|----------|-----------|-----------|
| | CLASS | LAB | SHOP | |
| + CAB 1102 Carpentry: Millwork & Cabinetmaking | 3 | 0 | 15 | 8 |
| CAR 1101 Carpentry | 3 | 0 | 15 | 8 |
| CAR 1103 Carpentry: Framing | 3 | 0 | 15 | 8 |
| CAR 1104 Carpentry: Finishing | 3 | 0 | 18 | 9 |
| CAR 1113 Carpentry: Estimating | 3 | 0 | 3 | 4 |
| CAR 1114 Building Codes | 3 | 0 | 0 | 3 |
| TOTALS | 18 | 0 | 66 | 40 |
| RELATED COURSES | | | | |
| BPR 1110 Blueprint Reading: Building Trades | 3 | 0 | 0 | 3 |
| BPR 1111 Blueprint Reading & Sketching I | 3 | 0 | 0 | 3 |
| BPR 1112 Blueprint Reading & Sketching II | 3 | 0 | 0 | 3 |
| BUS 1103 Small Business Operations | 3 | 0 | 0 | 3 |
| MAT 100 Fundamentals of Mathematics | 5 | 0 | 0 | 5 |
| MAT 1112 Building Trades Math | 3 | 0 | 0 | 3 |
| TOTALS | 20 | 0 | 0 | 20 |
| GENERAL EDUCATION | | | | |
| ENG 1102 Communication Skills | 3 | 0 | 0 | 3 |
| ORI 100 New Student Seminar | 1 | 0 | 0 | 1 |

| | | | | |
|----------------------------------|------------------|-----------------|------------------|------------------|
| PSY 1101 Human Relations | 3 | 0 | 0 | 3 |
| #RED1101 Reading Improvement | 2 | 0 | 0 | 2 |
| TOTALS | <u>9</u> | <u>0</u> | <u>0</u> | <u>9</u> |
| TOTAL CREDITS for DIPLOMA | <u><u>47</u></u> | <u><u>0</u></u> | <u><u>66</u></u> | <u><u>69</u></u> |

+CAB 1109, 1110, and 1111 series is equivalent to CAB 1102

#Cooperative Education Work Experience: Up to 2 credit hours may be substituted for RED 1101.

Students enrolled full-time and making satisfactory progress should complete this program in four quarters.
 Additional time may be needed to achieve minimum requirements in English, Math or Science.

RESPIRATORY CARE TECHNOLOGY (T-091)

Respiratory Care Technology offers career education for individuals interested in becoming a respiratory therapy technician or respiratory therapist.

The respiratory therapist is qualified to assume primary responsibility for respiratory and cardiac care, including the supervision of technicians. The therapist makes patient care decisions concerning the use of life-support systems, oxygen therapy and other breathing treatments. They also perform heart and lung studies. Graduates of the therapist program receive an associate degree.

The technician performs tasks which include oxygen therapy, breathing treatments and equipment maintenance. Graduates of the technician program receive a diploma.

Graduates of accredited programs are eligible to apply for admission to the entry-level examination. Graduates of an accredited therapist program are also eligible to take the advanced practitioner examinations. These examinations are given by the National Board for Respiratory Care.

Pitt Community College provides the two-year (seven quarter) associate degree Respiratory Care Technology program. This program prepares the student as a respiratory therapist which meets the specific needs of our user community.

COURSE AND HOUR REQUIREMENTS

| MAJOR COURSES | | CLIN/ CREDIT | | |
|---------------|--------------------------------------|--------------|----------|-------|
| | | CLASS | LAB SHOP | HOURS |
| RSP 101 | Respiratory Care I | 3 | 2 0 | 4 |
| RSP 102 | Respiratory Care II | 3 | 2 0 | 4 |
| RSP 104 | Cardiopulmonary Anatomy & Physiology | 3 | 0 0 | 3 |
| RSP 105 | Pharmacology | 3 | 0 0 | 3 |
| RSP 107 | Acid Base Chemistry | 3 | 0 0 | 3 |
| RSP 108 | Continuous Mechanical Ventilation I | 3 | 2 0 | 4 |
| RSP 110 | Pathology | 4 | 0 0 | 4 |
| RSP 111 | Diagnostic & Therapeutic Procedures | 2 | 2 0 | 3 |
| RSP 120 | Clinical Practice I | 0 | 0 6 | 2 |
| RSP 121 | Clinical Practice II | 0 | 0 18 | 6 |
| RSP 122 | Clinical Practice III | 0 | 0 18 | 6 |
| RSP 201 | Continuous Mechanical Ventilation II | 2 | 2 0 | 3 |
| RSP 203 | Perinatology & Pediatrics | 2 | 2 0 | 3 |
| RSP 204 | Pediatric Pathophysiology | 3 | 0 0 | 3 |
| RSP 205 | Cardiopulmonary Function | 3 | 2 0 | 4 |
| RSP 208 | Seminar | 3 | 0 0 | 3 |
| RSP 220 | Clinical Practice IV | 0 | 0 18 | 6 |

| | | | | | |
|-------------------------------------|-------------------------------|-----------|-----------|------------|------------|
| RSP 221 | Clinical Practice V | 0 | 0 | 18 | 6 |
| RSP 222 | Clinical Practice VI | 0 | 0 | 24 | 8 |
| TOTALS | | 37 | 14 | 102 | 78 |
| RELATED COURSES | | | | | |
| BIO 107 | Anatomy & Physiology I | 4 | 2 | 0 | 5 |
| BIO 108 | Anatomy & Physiology II | 4 | 2 | 0 | 5 |
| BIO 120 | Principles of Disease | 3 | 2 | 0 | 4 |
| BIO 206 | Microbiology | 3 | 2 | 0 | 4 |
| CHM 105 | General Chemistry | 3 | 2 | 0 | 4 |
| MAT 101 | Algebra I | 5 | 0 | 0 | 5 |
| SAF 111 | Cardiopulmonary Resuscitation | 1 | 0 | 0 | 1 |
| TOTALS | | 23 | 10 | 0 | 28 |
| GENERAL EDUCATION | | | | | |
| ENG 101 | Grammar & Composition I | 3 | 0 | 0 | 3 |
| ENG 102 | Grammar & Composition II | 3 | 0 | 0 | 3 |
| ENG 204 | Oral Communications | 3 | 0 | 0 | 3 |
| ORI 100 | New Student Seminar | 1 | 0 | 0 | 1 |
| PSY 102 | General Psychology | 3 | 0 | 0 | 3 |
| PSY 104 | Human Relations | 3 | 0 | 0 | 3 |
| SOC 102 | Principles of Sociology | 3 | 0 | 0 | 3 |
| TOTALS | | 19 | 0 | 0 | 19 |
| Elective | | 3 | 0 | 0 | 3 |
| TOTAL CREDITS for AAS DEGREE | | 82 | 24 | 102 | 128 |

Cooperative Education Work Experience is not allowed.

Students enrolled full-time and making satisfactory progress should complete this program in seven quarters.

Additional time may be needed to achieve minimum requirements in English, Math or Science.

This program has Accreditation by the Committee on Allied Health Education and Accreditation of the American Medical Association in cooperation with the Joint Review Committee for Respiratory Therapy Education.

SURVEYING TECHNOLOGY (T-125)

This program is designed to provide training for technicians in the many areas of surveying. Surveyors are involved in land surveying, route surveying, photogrammetry, mapping, and other areas of land description and measurements. Nearly all construction of buildings, bridges, dams, highways, airfields, and other engineered projects requires one or more types of surveying.

Students will be trained as technicians to work with skilled professionals as instrument men, party chiefs, surveying aides, highway surveyors, mappers, and in many other surveying activities. Graduates of this program will be prepared to pursue the requirements necessary to become a registered land surveyor.

COURSE AND HOUR REQUIREMENTS

| MAJOR COURSES | | CLIN/ | | | CREDIT HOURS |
|--------------------------------------|--------------------|-----------|----------|-----------|-----------------|
| | | CLASS | LAB | SHOP | |
| SRV 101 | Surveying | 2 | 0 | 6 | 4 |
| SRV 102 | Surveying | 2 | 0 | 6 | 4 |
| SRV 103 | Surveying | 2 | 0 | 6 | 4 |
| TOTALS | | 6 | 0 | 18 | 12 |
| RELATED COURSES | | | | | |
| DFT 101 | Technical Drafting | 1 | 0 | 3 | 2 |
| MAT 101 | Algebra I | 5 | 0 | 0 | 5 |
| MAT 102 | Trigonometry | 5 | 0 | 0 | 5 |
| TOTALS | | 11 | 0 | 3 | 12 |
| TOTAL CREDITS for CERTIFICATE | | 17 | 0 | 21 | 24 |

Cooperative Education Work Experience is not allowed.

This is primarily an evening program, and course offerings will vary quarter to quarter.

WELDING (V-050)

The Welding curriculum gives students a sound understanding of the principles, methods, techniques, and skills essential for successful employment in the welding field and metals industry. Welders join metals by applying intense heat and sometimes pressure to form a permanent bond between intersecting metals.

Welding offers employment in practically any industry: shipbuilding, automotive, aircraft, guided missiles, heavy equipment, railroads, construction, pipefitting, production shops, job shops, and many others.

COURSE AND HOUR REQUIREMENTS

| MAJOR COURSES | CLASS | LAB | CLIN/ SHOP | CREDIT HOURS |
|---|-----------|----------|---------------|-----------------|
| +WLD 1122 Commercial & Industrial Practices | 2 | 0 | 9 | 5 |
| +WLD 1123 Inert Gas Welding | 3 | 0 | 12 | 7 |
| +WLD 1124 Pipe Welding | 3 | 0 | 12 | 7 |
| +WLD 1125 Certification Practices | 3 | 0 | 6 | 5 |
| +WLD 1141 Beginning Welding | 5 | 0 | 15 | 10 |
| +WLD 1142 Intermediate Welding | 5 | 0 | 15 | 10 |
| TOTALS | 21 | 0 | 69 | 44 |
| RELATED COURSES | | | | |
| BPR 1104 Blueprint Reading: Mechanical | 3 | 0 | 0 | 3 |
| BPR 1117 Blueprint Reading: Welding | 3 | 0 | 0 | 3 |
| BUS 1105 Industrial Organization | 3 | 0 | 0 | 3 |
| MAT 1103 Basic Geometry & Trigonometry | 5 | 0 | 0 | 5 |
| MEC 1112 Machine Shop Processes | 1 | 0 | 3 | 2 |
| TOTALS | 15 | 0 | 3 | 16 |
| GENERAL EDUCATION | | | | |
| MAT 100 Fundamentals of Mathematics | 5 | 0 | 0 | 5 |
| ORI 100 New Student Seminar | 1 | 0 | 0 | 1 |
| RED 1101 Reading Improvement | 2 | 0 | 0 | 2 |
| TOTALS | 8 | 0 | 0 | 8 |
| # Electives | 3 | 0 | 0 | 3 |
| TOTAL CREDITS for DIPLOMA | 47 | 0 | 72 | 71 |

ADDITIONAL COURSES for ADVANCED DIPLOMA

| MAJOR COURSES | CLIN/ | | | CREDIT HOURS |
|---|-----------|----------|-----------|-----------------|
| | CLASS | LAB | SHOP | |
| WLD 1140 Welding Power Sources | 3 | 0 | 3 | 4 |
| WLD 1143 Non-Destructive Testing & Inspection | 2 | 0 | 6 | 4 |
| WLD 1144 Welding Fabrication: Layout/Pipefitting I | 2 | 0 | 3 | 3 |
| WLD 1145 Welding Fabrication: Layout/Pipefitting II | 2 | 0 | 6 | 4 |
| WLD 1147 Pipe & Tube Welding: Layout | 3 | 0 | 12 | 7 |
| WLD 1148 Advanced Gas Shielded Arc Welding for Pipefitting | 2 | 0 | 6 | 4 |
| WLD 1153 Automated Welding: Theory & Practice | 3 | 0 | 3 | 4 |
| TOTALS | 17 | 0 | 39 | 30 |

RELATED COURSES

| | | | | |
|---|-----------|----------|------------|------------|
| BPR 1156 Blueprint Reading for Advanced Welding | 2 | 2 | 0 | 3 |
| MEC 1115 Metallurgy: Ferrous Metals | 2 | 2 | 0 | 3 |
| TOTALS | 4 | 4 | 0 | 6 |
| TOTAL CREDITS for ADVANCED DIPLOMA | 68 | 4 | 111 | 107 |

+WLD 1110 and 1111 are equivalent to WLD 1122

WLD 1151 and 1152 are equivalent to WLD 1123

WLD 1113 and 1114 are equivalent to WLD 1124

WLD 1138 and 1139 are equivalent to WLD 1125

WLD 1104, 1105 and 1106 are equivalent to WLD 1141

WLD 1107, 1108 and 1109 are equivalent to WLD 1142

#Cooperative Education Work Experience: Up to 3 credit hours may be taken in lieu of required electives.

Students enrolled full-time and making satisfactory progress should complete this program in four quarters.

Additional time may be needed to achieve minimum requirements in English, Math or Science.

DEVELOPMENTAL COURSES

DEVELOPMENTAL COURSES

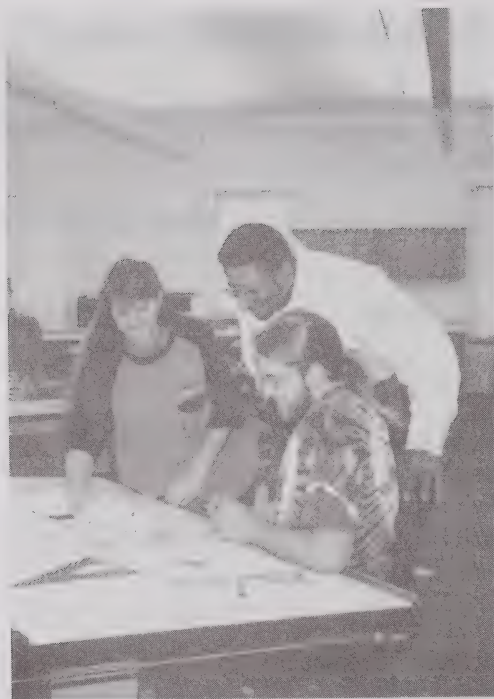
If students, as a result of placement tests, are found to be deficient in English, mathematics, reading, and science skills, they will be required to take the appropriate courses from the following lists.

COURSE AND HOUR REQUIREMENTS

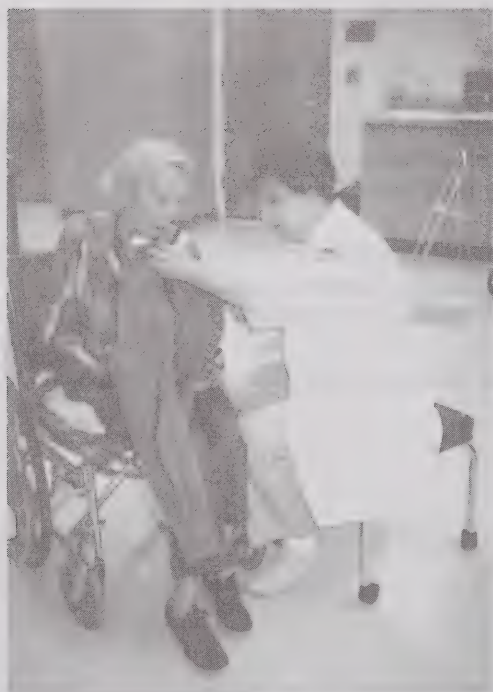
| DEVELOPMENTAL COURSES | | CLIN/ CREDIT | | |
|-----------------------|-------------------------------|--------------|-----|------------|
| | | CLASS | LAB | SHOP HOURS |
| ENGLISH | | | | |
| ENG 086 | Introduction to Basic English | 5 | 0 | 0 5 |
| ENG 087 | Basic English I | 5 | 0 | 0 5 |
| ENG 088 | Basic English II | 5 | 0 | 0 5 |
| ENG 089 | Basic English III | 5 | 0 | 0 5 |
| MATHEMATICS | | | | |
| MAT 090 | Developmental Mathematics | 5 | 0 | 0 5 |
| MAT 100R | Computational Skills | 5 | 0 | 0 5 |
| MAT 100 | Fundamentals of Mathematics | 5 | 0 | 0 5 |
| *MAT 101 | Algebra I | 5 | 0 | 0 5 |
| *MAT 103 | Algebra II | 4 | 0 | 0 4 |
| *MAT 145 | Intermediate Algebra | 4 | 0 | 0 4 |
| SCIENCE | | | | |
| +BIO 101 | Basic Anatomy & Physiology | 5 | 0 | 0 5 |
| #CHM 106 | Organic & Biochemistry | 3 | 2 | 0 4 |
| #CHM 110 | Chemistry for Health Sciences | 3 | 2 | 0 4 |

*Developmental for college transfer curriculums only
 +Developmental for Pre-Health Sciences curriculums only
 #Developmental for Pre-Nursing curriculums only

NOTE: Developmental courses do not meet elective or graduation requirements.



COURSE DESCRIPTIONS



COURSE PREFIX IDENTIFICATION

| DEPT | IDENTIFICATION | PAGE |
|------|--|------|
| ACC | ACCOUNTING; TAXES | 189 |
| AHR | AIR CONDITIONING, HEATING & REFRIGERATION | 191 |
| ANT | ANTHROPOLOGY | 199 |
| APR | APPRAISAL | 199 |
| ARC | ARCHITECTURE | 201 |
| ART | ART | 204 |
| ATR | AUTOMATION TRAINING, AUTOMATION & ROBOTICS | 205 |
| AUT | AUTOMOTIVE | 205 |
| BIO | BIOLOGY | 209 |
| BPR | BLUEPRINT READING | 213 |
| BUS | BUSINESS | 216 |
| CAB | CABINETMAKING | 222 |
| CAR | CARPENTRY | 223 |
| CAS | COMPUTER APPLICATION | 224 |
| CHM | CHEMISTRY | 226 |
| CIV | CIVIL | 228 |
| CJC | CRIMINAL JUSTICE | 229 |
| COE | COOPERATIVE EDUCATION | 232 |
| COR | CORRECTIONAL SCIENCE | 235 |
| COS | COSMETOLOGY | 236 |
| CSC | COMPUTER LANGUAGE PROGRAMS | 238 |
| DES | DESIGN (CREATIVE AND AESTHETIC) | 245 |
| DFT | DRAFTING | 248 |
| DIE | DIESEL MECHANICS ENGINE | 250 |
| ECO | ECONOMICS | 252 |
| EDU | EDUCATION | 253 |
| ELC | ELECTRICAL | 256 |
| ELN | ELECTRONICS | 262 |
| ENG | ENGLISH | 267 |
| GEO | GEOGRAPHY | 271 |
| GRO | GERONTOLOGY | 271 |
| HEA | HEALTH | 271 |
| HIS | HISTORY | 271 |
| HSE | HUMAN SERVICES | 272 |
| HUM | HUMANITIES | 276 |
| HYD | HYDRAULICS AND PNEUMATICS | 276 |
| ISC | INDUSTRIAL SCIENCE | 277 |
| LEX | LEGAL EDUCATION | 279 |
| LIB | LIBRARY SCIENCE | 283 |
| MAS | MASONRY | 283 |

| | | |
|-----|---|-----|
| MAT | MATHEMATICS | 285 |
| MEC | MECHANICS | 288 |
| MED | MEDICAL ASSISTING | 298 |
| MHT | MENTAL HEALTH | 300 |
| MKT | DISTRIBUTION & MARKETING | 301 |
| MLA | MEDICAL LABORATORY | 303 |
| MNT | MAINTENANCE | 303 |
| MRE | MEDICAL RECORDS | 305 |
| MUS | MUSIC | 308 |
| NUR | NURSING | 309 |
| ORI | ORIENTATION | 312 |
| OSC | OFFICE SCIENCE EDUCATION | 312 |
| OTA | OCCUPATIONAL THERAPY | 317 |
| PED | PHYSICAL EDUCATION | 321 |
| PFT | PIPEFITTING | 322 |
| PHI | PHILOSOPHY | 323 |
| PHO | PHOTOGRAPHY | 324 |
| PHY | PHYSICS | 325 |
| PLU | PLUMBING | 327 |
| PME | POWER MECHANICS, SMALL ENGINES & MOTORCYCLE REPAIR | 327 |
| POL | POLITICAL SCIENCE | 327 |
| PSY | PSYCHOLOGY | 328 |
| RAD | RADIOGRAPHY | 332 |
| REC | RECREATION & HEALTH EDUCATION | 344 |
| RED | READING | 344 |
| REL | RELIGION | 344 |
| RLS | REAL ESTATE | 345 |
| RSP | RESPIRATORY CARE | 346 |
| SAF | SAFETY | 350 |
| SOC | SOCIOLOGY | 351 |
| SPA | SPANISH | 352 |
| SPH | SPEECH | 353 |
| SRV | LAND AND CONSTRUCTION SURVEYING | 354 |
| WLD | WELDING | 355 |

| | | | | Class | Lab | Clin/ Shop | Credit Hours |
|--|-----|--------------------------|--|-------|-----|---------------|-----------------|
| ACCOUNTING | | | | | | | |
| ACC | 151 | PRINCIPLES OF ACCOUNTING | | 3 | 2 | 0 | 4 |
| Prerequisites: BUS 109, or BUS 119 or permission of instructor | | | | | | | |
| Basic accounting concepts as applied to a single proprietorship. Practical problems requiring the use of journals and general ledgers, preparation and analysis of work sheets, the balance sheet, and income statements. | | | | | | | |
| ACC | 152 | PRINCIPLES OF ACCOUNTING | | 3 | 2 | 0 | 4 |
| Prerequisites: ACC 151 | | | | | | | |
| An expanded study of the accounting cycle with emphasis on the recording, summarizing, and interpreting of data for management control. Includes a study of payrolls, federal and state taxes, and basic applications for computerized accounting. | | | | | | | |
| ACC | 153 | PRINCIPLES OF ACCOUNTING | | 3 | 2 | 0 | 4 |
| Prerequisites: ACC 152 | | | | | | | |
| Partnership and corporation accounting, including a study of financial statements analysis and use of financial ratios. | | | | | | | |
| ACC | 222 | INTERMEDIATE ACCOUNTING | | 5 | 2 | 0 | 6 |
| Prerequisites: ACC 153 | | | | | | | |
| Corequisites: ACC 232 | | | | | | | |
| Intensive review of the accounting cycle, including study of financial statements and closing procedures. Includes a more detailed study of current assets including cash, temporary investments, receivables, and inventories. | | | | | | | |
| ACC | 223 | INTERMEDIATE ACCOUNTING | | 5 | 2 | 0 | 6 |
| Prerequisites: ACC 222 | | | | | | | |
| Corequisites: ACC 233 | | | | | | | |
| Advanced study of inventories, investments, and intangible assets. Examines long-term liabilities and stockholder's equity accounts and the statements of changes in financial position. | | | | | | | |
| ACC | 225 | COST ACCOUNTING | | 3 | 2 | 0 | 4 |

Prerequisites: ACC 153, or permission of instructor

Nature and purposes of cost accounting. Includes accounting for direct labor, materials, and factory overhead; job cost and standard cost principles and procedures; selling and distribution costs; budgets; and executive use of cost figures.

| | | | | | | |
|-----|-----|--------------------|---|---|---|---|
| ACC | 226 | PAYROLL ACCOUNTING | 2 | 2 | 0 | 3 |
|-----|-----|--------------------|---|---|---|---|

Prerequisites: ACC 152

An intensive study of federal and state payroll tax requirements. Preparation of forms for social security and income withholding payments and unemployment taxes. Comprehensive payroll problem includes accounting for payroll and preparation of tax forms.

| | | | | | | |
|-----|-----|-------|---|---|---|---|
| ACC | 229 | TAXES | 3 | 2 | 0 | 4 |
|-----|-----|-------|---|---|---|---|

Prerequisites: ACC 153 or permission of instructor

Federal and state income tax preparation. Includes preparation of income tax forms for sole proprietorship, recording partnership income on the individual return, calculation of capital gains, accounting for rental property, and calculation of self-employment.

| | | | | | | |
|-----|-----|------------|---|---|---|---|
| ACC | 232 | AUDITING I | 3 | 0 | 0 | 3 |
|-----|-----|------------|---|---|---|---|

Prerequisites: ACC 153

Corequisites: ACC 222

An introductory study of the discipline and profession of auditing. The course will stress professional responsibilities and ethics in a presentation of the audit process. The student will be exposed to methods of generating audit evidence, internal control structures, audit program planning, and the audit report.

| | | | | | | |
|-----|-----|-------------|---|---|---|---|
| ACC | 233 | AUDITING II | 3 | 0 | 0 | 3 |
|-----|-----|-------------|---|---|---|---|

Prerequisites: ACC 232

Corequisites: ACC 223

A continuation and expansion of ACC 232. This course will provide the student with a more detailed understanding of such topics as: statistical sampling and analysis, audit program development, professional responsibilities, and the reporting function. The student will be required to complete a computerized and/or manual audit simulation to fulfill course criteria.

| | | | | | | |
|-----|-----|--|---|---|---|---|
| ACC | 270 | COMPUTER APPLICATIONS OF ACCOUNTING | 2 | 2 | 0 | 3 |
|-----|-----|--|---|---|---|---|

Prerequisites: ACC 153

Computerized practice set on the computer. The student works with accounts receivable, payroll, general ledger, and accounts payable in a comprehensive accounting system.

AIR CONDITIONING, HEATING AND REFRIGERATION

| | | | | | |
|---------|----------------------------------|---|---|---|---|
| AHR 101 | AIR CONDITIONING & REFRIGERATION | 3 | 0 | 3 | 4 |
|---------|----------------------------------|---|---|---|---|

Prerequisites:

Introduction to the air conditioning and refrigeration field and to terminology relating to heating and cooling systems. Topics included are the basic laws of refrigeration, heat and heat transfer methods, servicing tools and equipment, and tubing and fittings. Shop practice will be given in operations such as tube bending, flaring, swaging, and soldering.

| | | | | | |
|---------|------------------------------|---|---|---|---|
| AHR 103 | APPLIED ELECTRICITY FOR HVAC | 2 | 0 | 3 | 3 |
|---------|------------------------------|---|---|---|---|

Prerequisites:

Corequisites: AHR 150

The use of test instruments and equipment used in servicing electrical apparatus for air conditioning and heating systems and procedures for troubleshooting the various electrical devices used in air conditioning and heating equipment. Students will learn how to use test instruments to analyze performance and troubleshoot malfunctions of transformers, various types of motors and starting devices, switches, electrical heating devices, and wiring.

| | | | | | |
|---------|------------------------------|---|---|---|---|
| AHR 104 | APPLIED ELECTRONICS FOR HVAC | 2 | 0 | 3 | 3 |
|---------|------------------------------|---|---|---|---|

Prerequisites: AHR 103, 150

Common electronic control components utilized in HVAC systems. Emphasis is placed upon identifying different electronic components and their functions in HVAC system and motor drive control circuits. Students will learn how to identify these components, describe their functions in control circuitry, and to use test instruments to measure electronic circuit values and to identify malfunctions.

| | | | | | |
|---------|-------------------------|---|---|---|---|
| AHR 115 | FUNDAMENTALS OF HEATING | 2 | 2 | 0 | 3 |
|---------|-------------------------|---|---|---|---|

Prerequisites:

An introduction to the fundamentals of warm air heat, including oil, gas, and electric forced-air systems. Emphasis is placed upon terminology, operating principles, theory,

| | | | Class | Lab | Clin/ Shop | Credit Hours |
|--|--|--|-------|-----|---------------|-----------------|
| components and materials utilized in installation and servicing. | | | | | | |

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| AHR | 116 | SERVICING HEATING EQUIPMENT | 3 | 0 | 9 | 6 |
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Prerequisites:

Corequisites: AHR 115

An introduction to the servicing and repair procedures for electric, gas, and oil warm-air systems. Emphasis is placed on students hands-on practice in servicing, the analysis of operating malfunctions, and the repair of system components. Students will learn systematic procedures for diagnosing and repairing mechanical and electrical malfunctions.

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| AHR | 117 | AIR CONDITIONING SERVICING | 3 | 0 | 12 | 7 |
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Prerequisites: AHR 103, 121; WLD 120

Installation, routine servicing, problem diagnosis, and repair air-cooled air conditioning systems. Emphasis is placed on the correct methods for locating, assembling, wiring, connecting to duct systems, charging, and system start-up and performance checks. Additional emphasis is placed on systematic problem diagnosis and repair procedures for refrigeration, electrical, and control system malfunctions. Students will learn how to properly install, perform routine service maintenance on, evaluate the cooling performance of, and apply systematic problem diagnosis and repair procedures to room cooling units and split and packaged systems.

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| AHR | 121 | PRINCIPLES OF REFRIGERATION | 3 | 0 | 9 | 6 |
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Prerequisites:

Corequisites: WLD 120

An introduction to the principles of refrigeration. Emphasis is given to terminology, safety, and the use and care of component parts of refrigeration systems, and refrigerant piping practices. Students will have an opportunity to practice working with hand tools, materials, and piping in order to develop basic skills in the installation service and repair of the refrigeration components of air conditioning systems.

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| AHR | 123 | FUNDAMENTALS OF AIR CONDITIONING | 5 | 0 | 0 | 5 |
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Prerequisites: AHR 121, WLD 120

Principles of air-cooled air conditioning systems operation including room cooling units and split and packaged air-to-air systems. Emphasis is placed on terminology, components, and the measuring and control of factors affecting air movement and cleaning, temperature and humidity control. Students will learn how to calculate the cooling comfort needs of a conditioned space; use psychrometric charts to determine equipment performance needs to produce optimum temperature and humidity control; and how

manufacturer's performance specifications are utilized to determine air distribution system requirements.

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| AHR | 130 | ALL WEATHER SYSTEMS: CONVENTIONAL | 2 | 0 | 6 | 4 |
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Prerequisites: AHR 103, 115, 116, 117, 123

Principles of combination heating and cooling systems, including gas-electric, and other combination systems. Emphasis is placed on proper components and installation of a complete all-weather system. Students will learn how to construct, test, evaluate the performance of and adjust all-weather conventional systems. In addition, students will learn how to solve service problems and how to modify an improperly installed system.

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|-----|-----|---------------------------------|---|---|---|---|
| AHR | 131 | ALL WEATHER SYSTEMS: HEAT PUMPS | 2 | 0 | 6 | 4 |
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Prerequisites: AHR 116, 117, 121

Principles of installation, service, and repairing of air-to-air heat pumps. Emphasis is placed on the different refrigeration cycles. Selections of the components of a complete system, proper application and installation practices, and service procedures for air-to-air heat pump systems. Students will learn how to properly size and install a complete system, perform routine service procedures, analyze performance, and to apply systematic problem diagnosis and repair procedures.

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| AHR | 150 | APPLIED WIRING DIAGRAMS | 1 | 0 | 3 | 2 |
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Prerequisites:

Common electrical control components with an emphasis on their function in a control circuit and the symbols utilized to identify them in wiring diagrams. Students will learn how to read wiring diagrams in order to identify and describe the functions of the control components and to diagnose and repair component malfunction in an electrical control system.

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| AHR | 201 | PRINCIPLES OF HEATING | 3 | 0 | 3 | 4 |
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Prerequisites:

Warm air systems, heat emitter, electric heating, forced hot water and steam heating systems, including selection and sizing of equipment such as registers, grills, furnaces, boilers, radiators, baseboards, piping, and ducts. Heating layout and specifications for an existing structure or one in blueprint stage will be prepared.

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|-----|-----|---------------------|---|---|---|---|
| AHR | 232 | ADVANCED HEAT PUMPS | 2 | 0 | 3 | 3 |
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Prerequisites: AHR 104, 131

An advanced course covering water source and advanced design variable speed and high

efficiency air-to-air heat pumps. Emphasis is given to application and service of water source systems and to the mechanical and electronic control components of variable speed systems. Students will learn how to measure and calculate coefficients of performance; plot a balance point on a structure; apply systematic diagnostic procedures to malfunctioning electronic controls on variable speed and other advanced heat pumps; and to service, diagnose malfunctions, and repair the different components of water source heat air-to-air pumps.

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| AHR | 235 | HYDRONIC HEATING SYSTEMS | 2 | 0 | 3 | 3 |
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Prerequisites:

Principles of servicing, problem diagnosis, and repairing of hot-water and steam-heating systems. Emphasis is placed on the proper use of test instruments, analysis of pump applications, zone control methods and equipment, analysis of system performance, and the safety principle involved in the operational and servicing hydronic heating system. Students will learn how to test, adjust, and balance a multi-zone system; utilize pump and system curves to analyze performance; measure and calculate heat output at terminal units; service the boiler and heating unit, piping system and components, and controls; and to analyze and solve service problems.

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| AHR | 236 | MECHANICAL AND GAS CODES | 3 | 0 | 0 | 3 |
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Prerequisites:

Upon completion of this course, the student should be able to demonstrate a comprehensive understanding of volumes three and six of the North Carolina State Building Code. Students will apply code rules to the installation of heating, ventilation, and air conditioning equipment in residential and commercial occupancies.

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|-----|-----|---|---|---|---|---|
| AHR | 240 | RESIDENTIAL HEATING & COOLING SYSTEMS DESIGN | 3 | 6 | 0 | 6 |
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Prerequisites: AHR 115, 123, 236; BPR 101; CAS 101; MAT 100

Principles of the design of heating and cooling systems for individual residential buildings. Students will learn how to estimate the heating and cooling requirements, select the proper capacity heating and cooling equipment, determine the air quantities required on a room-by-room basis, select air terminals. Students will test, balance and analyze basic air and/or water distribution systems. Students will be able to prepare a system cost estimate for a basic residential system.

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| AHR | 241 | COMMERCIAL HEATING & COOLING SYSTEMS DESIGN | 4 | 6 | 0 | 7 |
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Prerequisites: AHR 115, 123; BPR 101; CAS 101; MAT 100; PHY 111

Principles of the design of heating and cooling systems for commercial type buildings.

Students will learn to select heating and cooling requirements, determine the air mixture conditions entering and leaving the cooling coil, utilize a psychrometric chart to determine the conditions of mixed airflow, calculate latent and sensible heat loads of air quantities, and to determine air quantities and mixture conditions based upon the calculated heating and cooling loads of the structure. Students will test, balance, and analyze basic air and/or water distribution systems. Students will be able to prepare a system cost estimate for a basic residential system.

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| AHR | 242 | ANALYSIS OF HEATING SYSTEM PROBLEMS | 2 | 4 | 0 | 4 |
|-----|-----|--|---|---|---|---|

Prerequisites: All first year courses; plus AHR 236, 240, 241

Upon completion of this course, students will be able to use a variety of test instruments to determine actual performance of a heating system and compare to manufacturer's rated capacity. They will be able to verify that equipment is installed in accordance with manufacturer's recommendations and solve service problems using a variety of shop and field equipment.

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|-----|-----|--|---|---|---|---|
| AHR | 243 | ANALYSIS OF COOLING SYSTEM PROBLEMS | 2 | 4 | 0 | 4 |
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Prerequisites: All first year courses, plus AHR 235, 236, 240, 241

Upon completions of this course, students will be able to use a variety of test instruments to determine actual performance of a cooling system and compare to manufacturer's rated capacity. They will be able to verify that equipment is installed in accordance with manufacturer's recommendations and solve service problems using a variety of shop and field equipment.

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| AHR | 244 | HVAC CUSTOMER SERVICE SKILLS | 1 | 2 | 0 | 2 |
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Prerequisites:

Upon completion of this course the student should be able to project proper professional company image in his personal appearance and condition of his equipment and vehicle. Listen to customer complaints, respond to customers complaint in a professional, courteous manner, perform all tasks in a neat and workmanlike manner, prepare invoice and have customer sign, telephone to follow-up on customer satisfaction.

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| AHR | 1102 | INTRODUCTION TO COOLING & HEATING SYSTEMS | 3 | 0 | 9 | 6 |
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Prerequisites:

Covers the basic principles of cooling and heating related to industrial systems. Air conditioning, refrigeration, and heating systems are studied as well as fluid flow, air

| | | Class | Lab | Clin/ Shop | Credit Hours |
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distribution, and control systems. Special industrial and heating systems are included. AHR 1103 and AHR 1104 are equivalent to AHR 1102.

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| AHR | 1103 | INTRODUCTION TO COOLING SYSTEMS | 2 | 0 | 6 | 4 |
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Prerequisites:

Covers the basic principles of cooling related to residential and industrial systems. Air conditioning and refrigeration systems are studied as well as fluid flow, air distribution, and control systems. AHR 1103 and AHR 1104 are equivalent to AHR 1102.

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|-----|------|---------------------------------|---|---|---|---|
| AHR | 1104 | INTRODUCTION TO HEATING SYSTEMS | 1 | 0 | 3 | 2 |
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Prerequisites:

Covers the basic principles of heating systems related to residential and industrial systems including oil, gas, and electric. AHR 1103 and AHR 1104 are equivalent to AHR 1102.

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|-----|------|--------------------------------------|---|---|---|---|
| AHR | 1107 | REFRIGERATION GASES & TEMPERATURE | 2 | 0 | 3 | 3 |
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Prerequisites:

Pressure and absolute temperature, energy conversion units; specific heat; latent heat, and sensible heat; measurement of heat in quantity and intensity; pressure temperature relationship; transfer of heat by conduction, convection, and radiation.

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| AHR | 1115 | FUNDAMENTALS OF HEATING | 2 | 0 | 6 | 4 |
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Prerequisites:

An introduction to the fundamentals of heating and heat transfer related to various types of heating systems. The use and care of tools, using instruments to measure combustion efficiencies, and installing equipment and duct work to make up a heating system are covered. Also introduced are comfort surveys, heat loss and gain, equipment selection and maintenance, solar heating, and heat distribution systems.

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| AHR | 1117 | PRINCIPLES OF AIR CONDITIONING I | 2 | 0 | 6 | 4 |
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Prerequisites:

Course covers various heating, cooling and ventilating systems, and the investigation and control of factors affecting air cleaning, movement, temperature, and humidity. AHR 1117 and AHR 1118 are equivalent to AHR 1123.

| | | | Class | Lab | Clin/ Shop | Credit Hours |
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| AHR | 1118 | PRINCIPLES OF AIR CONDITIONING II | 1 | 0 | 6 | 3 |

Prerequisites:

Course covers psychrometric charts in determining equipment needs to produce optimum temperature and humidity control. Air conditioning equipment is selected, assembled, installed, wired, calibrated, and tested. Sizing, installing and balancing of duct work is performed as needed. AHR 1117 and AHR 118 are equivalent to AHR 1123.

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| AHR | 1119 | PRINCIPLES OF REFRIGERATION I | 2 | 0 | 6 | 4 |
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Prerequisites:

An introduction to the principles of refrigeration. Terminology and the use and care of tools and equipment. Practical work with hand tools and materials is given to develop basic skills in the operation of refrigeration systems. Standard procedures and safety measures are stressed. AHR 1119 and AHR 1120 are equivalent to AHR 1121.

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| AHR | 1120 | PRINCIPLES OF REFRIGERATION II | 1 | 0 | 6 | 3 |
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Prerequisites: AHR 1119

Further study of the principles of refrigeration. Terminology and identification and the function of the component parts of refrigeration systems are covered. Practical work with piping and duct work is given to develop basic skills in the installation of refrigeration systems. Standard procedures and safety measures are stressed. AHR 1119 and AHR 1120 are equivalent to AHR 1121.

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|-----|------|-----------------------------|---|---|----|---|
| AHR | 1121 | PRINCIPLES OF REFRIGERATION | 3 | 0 | 12 | 7 |
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Prerequisites:

An introduction to the principles of refrigeration. Terminology, the use and care of tools and equipment, and the identification and the function of the component parts of refrigeration systems are covered. Practical work with hand tools, materials, piping, and duct work is given to develop basic skills in the installation of refrigeration systems. Standard procedures and safety measures are stressed. AHR 1119 and AHR 1120 are equivalent to AHR 1121.

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| AHR | 1122 | DOMESTIC AND COMMERCIAL REFRIGERATION | 3 | 0 | 6 | 5 |
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Prerequisites: AHR 1121

Domestic refrigeration servicing of conventional and hermetic systems. Cabinet care,

controls, and system maintenance in window air conditioning units and domestic refrigerators and freezers are stressed. Commercial refrigeration servicing of display cabinets, walk-in cooler and freezer units, and mobile refrigeration systems are studied. Manufacturer's catalogs are used in sizing and matching system components and a study of controls, refrigerants, heat reclamation maintenance, and servicing methods is made. The American Standard Safety Code for Refrigeration is studied and its principles practiced.

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| AHR | 1123 | PRINCIPLES OF AIR CONDITIONING | 3 | 0 | 12 | 7 |
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Prerequisites:

Includes a study of the selection of various heating, cooling, and ventilation systems and the investigation and control of factors affecting air cleaning in air movement, temperature, and humidity. Psychometric charts are used in determining optimum temperature and humidity control. Commercial air conditioning equipment is assembled and tested. Practical sizing and balancing of duct work is performed as needed. AHR 1117 and AHR 1118 are equivalent to AHR 1123.

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| AHR | 1124 | AIR CONDITIONING, HEATING & REFRIGERATION SERVICE | 3 | 0 | 6 | 5 |
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Prerequisites: AHR 1123

Emphasis is placed on the maintenance and servicing of equipment used in the cleaning, changing, humidification, and temperature control of air in an air conditioned space. Shop work involves locating and correcting equipment failures and controlling, testing, and adjusting heating and cooling equipment to maximize energy conservation.

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| AHR | 1125 | DUCT CONSTRUCTION & INSTALLATION | 3 | 0 | 6 | 5 |
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Prerequisites:

Study of the fabrication, installation, and maintenance of ducts using various materials and fittings to achieve correct air flow. Course covers safety, fabrication, tools and equipment, cutting and shaping, fasteners and fabrication practices, fans insulation, ventilating hoods, layout methods, and development of duct systems. The student will study the installation of various duct systems and perform on-the-site modifications.

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| AHR | 1126 | ALL YEAR COMFORT SYSTEMS | 3 | 0 | 6 | 5 |
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Prerequisites: AHR 1123, 1128

Equipment used to provide heating and cooling for "all year" comfort will be studied. Included will be heat pumps, oil-fired, gas-fired, water-circulating, electric-resistance and solar heating and cooling systems. Specialized controls required for all year comfort systems, preventive maintenance, and balancing are included in the course.

| | | | Class | Lab | Clin/ Shop | Credit Hours |
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| AHR | 1128 | AUTOMATIC CONTROLS | 3 | 0 | 6 | 5 |

Prerequisites: AHR 1122; ELC 1102

Types of automatic controls and their function in heating and cooling systems. Included in the course will be electric, electronic, mechanical, and pneumatic controls for domestic and commercial heating and cooling along with zone controls, unit heater and ventilator controls, commercial fan system controls, commercial refrigeration controls, and radiant panel controls.

ANTHROPOLOGY

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| ANT | 160 | INTRODUCTION TO ANTHROPOLOGY | 5 | 0 | 0 | 5 |
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Prerequisites: Specified score on Reading Skills test or ENG 089 or OSC 101

General introduction to anthropology, the science of man as the culture-bearing animal. Topics considered: physical evolution of mankind and biological variations within and between modern human populations, prehistoric and historic developments of culture, cultural dynamics viewed analytically and comparatively.

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| ANT | 161 | SOCIETIES AROUND THE WORLD | 5 | 0 | 0 | 5 |
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Prerequisites: Specified score on Reading Skills test or ENG 089 or OSC 101

Ethnographic survey of world culture areas showing similarities and variations in cultural patterns.

APPRAISAL

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|-----|-----|---------------------------------------|---|---|---|---|
| APR | 110 | INTRODUCTION TO REAL ESTATE APPRAISAL | 3 | 0 | 0 | 3 |
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Prerequisites:

This course introduces the student to the subject of real estate appraisal and prepares the student for the APR 111 course on “Valuation Principles and Procedures”. It begins with coverage of basic real property law, followed by coverage of the various concepts of value and the operation of real estate markets. Relevant mathematical concepts are then reviewed and the student is introduced to statistical concepts used in appraisal practice. Next comes coverage of real estate financing terminology and practices, followed by an introduction to the basics of residential construction and design. The student is then

provided an overview of the entire valuation (appraisal) process, and the course concludes with specific coverage of residential neighborhood analysis and property analysis, two of the most important preliminary steps in the appraisal process.

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| APR | 111 | VALUATION PRINCIPLES & PROCEDURES | 3 | 0 | 0 | 3 |
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Prerequisites: APR 110 or equivalent

This course focuses on the procedures (methodology) used to develop an estimate of property value and how the various principles of value relate to the application of such procedures. Emphasis is on appraisal of residential 1-4 unit properties and small farms; however, all the concepts and procedures covered are applicable to the appraisal of all types of properties. The course begins with a review of the appraisal process and proceeds into thorough coverage of the sales comparison approach, followed by site valuation methods used to appraise residential 1-4 unit properties. The cost approach is then covered in depth. The basic concepts and methodology associated with the income approach are covered, with emphasis on direct capitalization using an overall rate and the gross rent multiplier technique. Finally, the student is introduced to the process of reconciling property value estimates obtained through application of the approaches to value.

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| APR | 112 | APPLIED RESIDENTIAL PROPERTY VALUATION | 3 | 0 | 0 | 3 |
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Prerequisites: APR 111 or equivalent

This course covers laws, rules and standards which must be followed by appraisers and focuses on the application of principles and procedures of the appraisal of residential 1-4 unit properties and small farms. The student is first acquainted with federal laws/regulations applicable to appraisers and the provisions of the North Carolina Real Estate Appraisers Act and related Commission Rules. Next comes coverage of the Uniform Standards of Professional Appraisal Practice (which are part of the Commission's Rules), followed by coverage of appraisal reports, with emphasis on standard report forms. The student then participates in a comprehensive case study of an appraisal of a single-family house using the USAR form. Instruction is then provided on various special considerations in appraising other types of residential 1-4 unit properties and in appraising farms. Finally, the student is introduced to appraising special (partial) property interests and to condemnation appraisals.

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| APR | 113 | INTRODUCTION TO INCOME PROPERTY APPRAISAL | 3 | 0 | 0 | 3 |
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Prerequisites: APR 112 or equivalent

This course introduces concepts and techniques used to appraise real estate income properties. It begins with a discussion of underlying economic principles and motivations for investing in income property. The appraisal process is then reviewed with emphasis on income property. This is followed by a discussion of real estate market analysis, property analysis, and site valuation. Mathematical and statistical concepts used in the

appraisal of income property are covered next followed by coverage of how to use financial tables and/or financial calculations to solve a variety of problems associated with analysis of real estate income properties, including present value, loan calculations, estimation of net operating income, and estimation of before tax cash flow. Next, students learn how to estimate the value of a real estate income property by using a gross income multiplier and by direct capitalization with an overall rate. Finally, students are introduced to other capitalization rates.

Prerequisites: APR 113 or equivalent; MAT 101 or equivalent

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| APR | 115 | APPLIED INCOME PROPERTY VALUATION | 3 | 0 | 0 | 3 |
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This course covers laws, rules and standards which must be followed by appraisers and focuses on the application of principles and practices of the appraisal of income properties. The course begins with a review of federal laws/regulations applicable to appraisers, followed by coverage of the North Carolina Real Estate Appraisers Act and related Commission Rules, and coverage of the Uniform Standards of Professional Appraisal Practice (which are part of the Commission's Rules). Preparation of narrative appraisal reports is then covered, with students also being introduced to the Uniform Commercial and Industrial Appraisal Report (UCIAR) form. Coverage then shifts to appraising leased income properties, with emphasis on the effect of various lease provisions on the value estimate. The student then participates in highest and best use case studies, followed by case studies of appraisals of various types of existing income properties, which is the major focus of the course. The course concludes by covering considerations in appraising various development projects.

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| ARC | 104 | ARCHITECTURAL DRAFTING | 1 | 0 | 3 | 2 |
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Prerequisites:

Beginning course in architectural drafting. Course includes orthographic and isometric drawings.

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| ARC | 105 | ARCHITECTURAL DRAFTING | 1 | 0 | 3 | 2 |
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Prerequisites: ARC 104

Intermediate course in architectural drafting. Course includes the mechanics of perspective drawing and rendering techniques. ARC 104 and 105 are equivalent to ARC 106.

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| ARC | 106 | ARCHITECTURAL DRAFTING | 2 | 0 | 6 | 4 |
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Prerequisites:

Designed to provide fundamental knowledge of the principles of drafting. Basic skills and techniques of drafting included are the use of drafting equipment, lettering, pictorial sketching, geometric construction, and orthographic instrument drawing of principal views. Projection problems dealing with principles of isometric, oblique, and perspective drawings are included. Applications of descriptive geometry are used in visualization and analytical solutions of the drafting problems involving auxiliary views, intersections, and developments.

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| ARC | 107 | ARCHITECTURAL DRAFTING | 0 | 0 | 9 | 3 |
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Prerequisites: ARC 106; CIV 105

Includes the development of techniques in architectural lettering, symbols, dimensioning, freehand and instrument drafting, and the development of a complete set of working drawings for a residence, with construction details and the use of appropriate material symbols and connections. Sections, scale details, and full-size details will be prepared from preliminary sketches.

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| ARC | 108 | ARCHITECTURAL DRAFTING | 2 | 0 | 6 | 4 |
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Prerequisites: ARC 107, 109; CIV 105

An in depth approach to the study of architectural drafting. Development of techniques in architectural lettering, dimensioning, freehand sketching and instrument drawing, and drawings of construction details, using appropriate material symbols will be included. A continuation of ARC 107, this course includes an introduction to commercial working drawings. Working drawings, including plans, elevations, sketches, scale details, and wall section details are prepared from preliminary sketches.

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| ARC | 109 | ARCHITECTURAL MECHANICAL EQUIPMENT | 3 | 0 | 3 | 4 |
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Prerequisites:

General study of heating, air conditioning, plumbing, and electrical equipment, materials, and symbols, and building code requirements pertaining to residential and commercial structures. Reading and interpretation of working drawings prepared by mechanical engineers and coordination of mechanical and electrical features with structural and architectural designs are included.

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| ARC | 201 | ARCHITECTURAL DESIGN | 3 | 0 | 9 | 6 |
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Prerequisites: ARC 108

Study of basic design principles, aesthetic considerations, and basic graphics. Students will be introduced to two dimensional and three dimensional design problems which require exploring alternatives, and presenting solutions to a variety of media.

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| ARC | 202 | ENVIRONMENTAL DESIGN | 2 | 2 | 0 | 3 |
|-----|-----|----------------------|---|---|---|---|

Prerequisites: ARC 108

Introductory course in design of the exterior built environment. Topics include site analysis, exterior spatial concepts, environmental considerations, landscape architecture, and contextural design. Students will examine these concepts in a studio setting with an emphasis on small scale architectural applications.

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| ARC | 203 | ARCHITECTURAL CAD I | 1 | 2 | 0 | 2 |
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Prerequisites: ARC 108

Introductory CAD course using DATACAD. This course introduces the student to the basics of computer aided drafting and design. Topics include system operation, DOS, and CAD software (DATACAD). Upon completion, students will be able to use the basic edit and utility commands to produce working drawings for residential construction.

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| ARC | 204 | ARCHITECTURAL CAD II | 1 | 2 | 0 | 2 |
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Prerequisites: ARC 203

Intermediate CAD course which introduces the student to the basics of performing computer-aided drafting with Autocad software. Computer concepts from ARC 203 will be applied and adapted to the Autocad format. The use of the menu and command structure, system variables, and the display format is covered. Emphasis is on drawing and editing commands using architectural applications. The use of blocks, layers, and plotting is introduced.

| | | | Class | Lab | Clin/ Shop | Credit Hours |
|-----|-----|-----------------------|-------|-----|---------------|-----------------|
| ARC | 205 | ARCHITECTURAL CAD III | 1 | 2 | 0 | 2 |

Prerequisites: ARC 204

Advanced CAD course using Autocad. This course builds on the skills learned in ARC 204. Topics include more advanced study of layer management blocks, file management, and plotting techniques. Advanced drawing skills are developed, as well as problem solving skills utilizing reference manuals. Architectural applications are emphasized.

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| ARC | 210 | ARCHITECTURAL DRAFTING | 2 | 0 | 6 | 4 |
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Prerequisites: ARC 108

Includes commercial working drawings; materials used in commercial buildings; systems of construction; and drawing of structural plans and details as prepared for building construction, including steel, concrete, and timber structural components. Appropriate details and drawings necessary for construction are studied. Reference materials are used to provide the draftsman with skills and knowledge in locating data and in using handbooks.

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| ARC | 211 | ARCHITECTURAL DRAFTING | 2 | 0 | 6 | 4 |
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Prerequisites: DFT 220

Individual or group projects which involve the coordination of working drawings for commercial work. Consideration is given to coordination of mechanical and electrical features with structural and architectural components.

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|-----|-----|------------------------|---|---|---|---|
| ARC | 212 | ARCHITECTURAL DRAFTING | 2 | 0 | 6 | 4 |
|-----|-----|------------------------|---|---|---|---|

Prerequisites: ARC 211; CIV 235; SRV 101

Preparation of a complete set of working drawings for the architectural structure, coordinating floor plans, elevations, wall sections, and details. Site plans are studied and drawn. Final assembly of the complete document for construction purposes made. Plans include environmental and energy considerations.

ART

| | | | | | | |
|-----|-----|-----------|---|---|---|---|
| ART | 102 | DRAWING I | 2 | 4 | 0 | 4 |
|-----|-----|-----------|---|---|---|---|

Prerequisites:

Emphasis on basic principles and fundamentals of drawing. Includes application of these basic techniques in problems in perspective drawing and drawing from nature.

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|-----|-----|------------|---|---|---|---|
| ART | 103 | DRAWING II | 2 | 4 | 0 | 4 |
|-----|-----|------------|---|---|---|---|

Prerequisites: ART 102

Course consists of a series of problems in which students explore color and advanced wet and dry media.

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|-----|-----|-------------|---|---|---|---|
| ART | 104 | DRAWING III | 2 | 4 | 0 | 4 |
|-----|-----|-------------|---|---|---|---|

Prerequisites: ART 103

Course consisting of a series of problems concentrating on tonal interpretation of still-life, landscape, and figure.

| | | | | | | |
|-----|-----|------------------|---|---|---|---|
| ART | 160 | ART APPRECIATION | 3 | 0 | 0 | 3 |
|-----|-----|------------------|---|---|---|---|

Prerequisites:

Exploratory study of the visual experience; intended to enhance the student's understanding and enjoyment of art.

AUTOMATION TRAINING, AUTOMATION & ROBOTICS

| | | | | | | |
|-----|-----|--------------------------|---|---|---|---|
| ATR | 240 | INTRODUCTION TO ROBOTICS | 3 | 2 | 0 | 4 |
|-----|-----|--------------------------|---|---|---|---|

Prerequisites: HYD 235; MEC 237, 270

This is a fundamental course in application, programming, and maintenance of robot devices.

AUTOMOTIVE

| | | | | | | |
|-----|-----|------------------------|---|---|---|---|
| AUT | 100 | PREVENTIVE MAINTENANCE | 0 | 0 | 3 | 1 |
|-----|-----|------------------------|---|---|---|---|

Prerequisites:

| | | | Class | Lab | Clin/ Shop | Credit Hours |
|---|--|--|--------------|------------|-----------------------|-------------------------|
| An introduction to the fundamental parts and systems of an automobile with emphasis placed on basic troubleshooting, general maintenance and tools. | | | | | | |

| | | | | | | |
|-----|-----|-----------------------------|---|---|---|---|
| AUT | 102 | INTERNAL COMBUSTION ENGINES | 3 | 0 | 9 | 6 |
|-----|-----|-----------------------------|---|---|---|---|

Prerequisites:

A thorough study of the internal combustion engine including identification, testing, servicing, and maintenance of engine components, as well as engine performance testing and engine overhaul.

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|-----|-----|----------------------|---|---|----|---|
| AUT | 103 | ELECTRICAL SYSTEMS I | 5 | 0 | 12 | 9 |
|-----|-----|----------------------|---|---|----|---|

Prerequisites:

A study of the theory and operation of the chassis, charging and starting electrical systems. The use of tools, manuals, and equipment for diagnosing and repairing the electrical systems are emphasized.

| | | | | | | |
|-----|-----|-----------------------|---|---|---|---|
| AUT | 104 | ELECTRICAL SYSTEMS II | 2 | 0 | 3 | 3 |
|-----|-----|-----------------------|---|---|---|---|

Prerequisites: AUT 103

This course provides a thorough use of various test instruments: Analog meters, digital meters, oscilloscopes. Equipment usage will include engine electrical analyzers and will stress troubleshooting, starting, charging, and ignition systems of the engine.

| | | | | | | |
|-----|-----|----------------------|---|---|---|---|
| AUT | 105 | CHASSIS & SUSPENSION | 3 | 0 | 6 | 5 |
|-----|-----|----------------------|---|---|---|---|

Prerequisites:

A thorough study of the suspension and steering systems to include identification, diagnosis, replacement of parts, and adjusting of front suspension and steering angles. The use and care of hand tools, special tools, equipment, and service manuals are included. This course provides a thorough understanding of principles and functions of the components of automotive chassis and suspension systems.

| | | | | | | |
|-----|-----|------------------------------|---|---|---|---|
| AUT | 106 | MANUAL TRANSMISSIONS & AXLES | 3 | 0 | 6 | 5 |
|-----|-----|------------------------------|---|---|---|---|

Prerequisites:

A study of the theory and operation of the automotive manual drive train and axles. Included will be testing, servicing, and maintenance of the various components. Use of tools and special equipment required in testing service and repair as well as practical experience in major service and overhaul of the manual drive train and axles systems are included.

| | | | Class | Lab | Clin/ Shop | Credit Hours |
|-----|-----|---|-------|-----|---------------|-----------------|
| AUT | 107 | AUTOMATIC TRANSMISSIONS & TRANSAXLES | 3 | 0 | 6 | 5 |

Prerequisites: AUT 106

This course leads the student into automatic transmissions. It covers transmission principles, hydraulic principles, automatic overdrive, and automatic transaxles.

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|-----|-----|--------------------|---|---|---|---|
| AUT | 108 | BASIC FUEL SYSTEMS | 2 | 0 | 6 | 4 |
|-----|-----|--------------------|---|---|---|---|

Prerequisites:

This course covers principles of automotive fuel systems. Emphasis is placed on carburetors, fuel pumps, and intake systems. Upon completion, students will be able to disassemble and reassemble carburetors and make necessary repairs.

| | | | | | | |
|-----|-----|---|---|---|---|---|
| AUT | 110 | AUTOMOTIVE HEATING/ AIR CONDITIONING | 3 | 0 | 6 | 5 |
|-----|-----|---|---|---|---|---|

Prerequisites:

This course covers principles of refrigeration and its components. Topics include compressors, expansion valves and their services. Upon completion, students will be able to test, service, and repair air conditioning systems and components.

| | | | | | | |
|-----|-----|------------------------|---|---|---|---|
| AUT | 203 | AUTOMOTIVE ELECTRONICS | 3 | 4 | 0 | 5 |
|-----|-----|------------------------|---|---|---|---|

Prerequisites: ELN 106

This course covers basic electronically controlled systems on automobiles. Emphasis is placed on computer controlled systems. Upon completion, students will be able to diagnose and repair electronically controlled systems.

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|-----|-----|---------------|---|---|---|---|
| AUT | 210 | BRAKE SYSTEMS | 3 | 0 | 6 | 5 |
|-----|-----|---------------|---|---|---|---|

Prerequisites:

A study of the theory and operation of the automotive brake systems to include testing, servicing, and maintenance of the various components. Use of tools and special equipment required in testing, calibration, and repair, as well as practical experience in major service and overhaul of the brake systems are included.

| | | | | | | |
|-----|-----|---------------------------|---|---|---|---|
| AUT | 218 | AUTOMOTIVE FUEL INJECTION | 3 | 0 | 9 | 6 |
|-----|-----|---------------------------|---|---|---|---|

Prerequisites: AUT 108

This course covers the fuel injection systems used in today's automobile. Throttle body injection, port fuel injection and sequential port fuel injection will be studied. The operation of each system will be studied as well as how to test, troubleshoot and repair the fuel injection systems.

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|---------|--------------------------------------|---|---|---|---|
| AUT 219 | ENGINE PERFORMANCE & DRIVEABILITY | 3 | 0 | 9 | 6 |
|---------|--------------------------------------|---|---|---|---|

Prerequisites: AUT 103, 104, 108

Corequisites: AUT 203

This course is designed to use all the skills the student has gained from previous engine fuel and electrical/electronics courses in developing a technician who understands the needs and limits of the modern engine. Emphasis will be on diagnosing and repairing problems related to the operation of the engine with limits set by the manufacturer.

| | | | | | |
|---------|----------------------|---|---|---|---|
| AUT 220 | AUTOMOTIVE SERVICING | 2 | 0 | 6 | 4 |
|---------|----------------------|---|---|---|---|

Prerequisites:

A general study of the theory and operation of all the systems of the automobile. Included will be testing, diagnosing, servicing, and maintenance of all major systems.

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|---------|-------------------------|---|---|----|---|
| AUT 221 | AUTOMOTIVE INTERNSHIP I | 0 | 0 | 20 | 2 |
|---------|-------------------------|---|---|----|---|

Prerequisites:

The student will spend twenty (20) hours per week in an on-the-job automotive experience under supervision. Emphasis will be placed on preventive maintenance and automotive servicing procedures, mechanical adjustments and calibration, and operational systems testing. Student's performance will be evaluated by the instructor with the assistance of the work supervisor.

| | | | | | |
|---------|--------------------------|---|---|----|---|
| AUT 222 | AUTOMOTIVE INTERNSHIP II | 0 | 0 | 20 | 2 |
|---------|--------------------------|---|---|----|---|

Prerequisites:

The student will spend twenty (20) hours per week in an automotive work environment working on problems associated with engine maintenance. Emphasis will be placed on diagnosing and repairing ignition and fuel control systems. Included will be compression testing and valve adjustment. Student's performance will be evaluated by the instructor with the assistance of the work supervisor.

| | | | | | |
|---------|------------------------|---|---|---|---|
| AUT 224 | AUTOMOTIVE PRACTICES I | 0 | 0 | 6 | 2 |
|---------|------------------------|---|---|---|---|

Prerequisites:

| | | | | | | |
|-----|-----|-------------------------|---|---|---|---|
| AUT | 225 | AUTOMOTIVE PRACTICES II | 0 | 0 | 6 | 2 |
|-----|-----|-------------------------|---|---|---|---|

Prerequisites:

BIOLOGY

| | | | | | | |
|-----|-----|---------------|---|---|---|---|
| BIO | 100 | HUMAN BIOLOGY | 5 | 0 | 0 | 5 |
|-----|-----|---------------|---|---|---|---|

Prerequisites: ENG 089 or appropriate scores on the placement tests

Introduces the normal structure and function of the human body. Presents the cell as the basic building block of the human organism and introduces some basic concepts in chemistry to provide a basis for understanding the body functions. Medical terminology appropriate to each body system will be used in describing various body parts, medical procedures, and disease states. Ways of detecting disease states are considered. Designed for students in the medical office technology and human services curriculums.

| | | | | | | |
|-----|-----|------------------------------|---|---|---|---|
| BIO | 101 | BASIC ANATOMY AND PHYSIOLOGY | 5 | 0 | 0 | 5 |
|-----|-----|------------------------------|---|---|---|---|

Prerequisites: ENG 089 or appropriate scores on the placement tests

Corequisites: Enrollment in Medical Assisting or T-201 programs

Foundation of facts and principles in the normal structure and related functioning of the following body systems: skeletal, muscular, digestive, circulatory, respiratory, urinary, reproductive, endocrine, integumentary, nervous, and special sense organs. Presents principles and concepts of physiology and immunology. Presentation of the normal body as a basis for understanding variations from the normal. Enrollment in this course more than two times requires the written permission of the science department chairman.

| | | | | | | |
|-----|------|--|---|---|---|---|
| BIO | 101A | BASIC ANATOMY AND PHYSIOLOGY LABORATORY | 0 | 2 | 0 | 1 |
|-----|------|--|---|---|---|---|

Prerequisites:

Corequisites: BIO 101

| Class | Lab | Clin/ Shop | Credit Hours |
|-------|-----|---------------|-----------------|
|-------|-----|---------------|-----------------|

This course uses the laboratory setting to present the student with a foundation of facts and principles in the normal structure and related functioning of the human body, including cell structure, tissues, body organization and the anatomy and physiology of the following body systems: skeletal, muscular, digestive, circulatory, respiratory, urinary, reproductive, integumentary, nervous, and special sense organs.

There is a \$5.00 lab fee for this course.

| | | | | | | |
|-----|-----|------------------------|---|---|---|---|
| BIO | 107 | ANATOMY & PHYSIOLOGY I | 4 | 2 | 0 | 5 |
|-----|-----|------------------------|---|---|---|---|

Prerequisites: BIO 101 with a grade of C or better
ENG 089 or appropriate scores on the placement tests

A study of the structure and normal function of the human body with man identified as a living organism composed of living cells, tissues, organs, and systems. Included are the basic anatomical and physiological aspects of the integumentary, skeletal, muscular, respiratory, cardiovascular, and lymphatic systems. The laboratory portion includes relevant experiments to augment the student's learning of body structure and function. Enrollment in this course more than two times requires the written permission of the science department chairman.

There is a \$5.00 lab fee for this course.

| | | | | | | |
|-----|-----|-------------------------|---|---|---|---|
| BIO | 108 | ANATOMY & PHYSIOLOGY II | 4 | 2 | 0 | 5 |
|-----|-----|-------------------------|---|---|---|---|

Prerequisites: BIO 107

A continuation of the study of the structure and normal function of man as a living organism. Included are the basic anatomical and physiological aspects of the nervous, endocrine, urinary, digestive, and reproductive systems; the special senses; and fluid and electrolyte balance. The laboratory portion includes relevant experiments to augment the student's learning of body structure and function.

There is a \$5.00 lab fee for this course.

| | | | | | | |
|-----|-----|-----------------------|---|---|---|---|
| BIO | 120 | PRINCIPLES OF DISEASE | 3 | 2 | 0 | 4 |
|-----|-----|-----------------------|---|---|---|---|

Prerequisites: BIO 108; OSC 120

Corequisites: Enrollment in OTA, HIT, or RCT curriculums

Selected disease processes will be presented from childhood through geriatrics. Emphasis will be placed on etiology, prognosis and management. Laboratory will emphasize the study of medical case histories as they relate to the disease process.

There is a \$5.00 lab fee for this course.

| | | | Class | Lab | Clin/ Shop | Credit Hours |
|-----|-----|---------------------------------|-------|-----|---------------|-----------------|
| BIO | 151 | HUMAN ANATOMY & PHYSIOLOGY I | 3 | 2 | 0 | 4 |

Prerequisites: BIO 101 with a grade of C or better;
CHM 110 or equivalent with grade of C or better;
ENG 089 or appropriate scores on the placement tests.

Corequisites: Enrollment in Nursing or T-201 programs

Study of the microscopic and macroscopic structure of the human body. Includes a study of normal physiology as a basis for understanding pathophysiological states. Covers cells, tissues, body organization, and integumentary, cardiovascular, respiratory, and digestive systems. Enrollment in this course more than two times requires the written permission of the science department chairman.

There is a \$5.00 lab fee for this course.

| | | | | | | |
|-----|-----|----------------------------------|---|---|---|---|
| BIO | 152 | HUMAN ANATOMY & PHYSIOLOGY II | 3 | 2 | 0 | 4 |
|-----|-----|----------------------------------|---|---|---|---|

Prerequisites: BIO 151

Corequisites: Enrollment in Nursing or T-201 programs

Continues the study of the structure and function of the human body including a comprehensive study of normal human nutrition. Covers the nervous and endocrine systems. Enrollment in this course more than two times requires the written permission of the science department chairman.

There is a \$5.00 lab fee for this course.

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|-----|-----|-----------------------------------|---|---|---|---|
| BIO | 153 | HUMAN ANATOMY & PHYSIOLOGY III | 3 | 2 | 0 | 4 |
|-----|-----|-----------------------------------|---|---|---|---|

Prerequisites: BIO 152

Corequisites: Enrollment in Nursing or T-201 programs

Continues the study of the structure and function of the human body. Covers the muscular, skeletal, reproductive, and urinary system, and the special senses of vision, hearing and equilibrium are studied along with fluid and electrolyte balance. Enrollment in this course more than two times requires the written permission of the science department chairman.

There is a \$5.00 lab fee for this course.

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|-----|-----|--------------|---|---|---|---|
| BIO | 206 | MICROBIOLOGY | 3 | 2 | 0 | 4 |
|-----|-----|--------------|---|---|---|---|

Prerequisites: BIO 108 or BIO 153

A study of basic microbiology and its relationship to health and disease. Includes basic laboratory practice; microbial physiology; and environmental, medical, and applied

microbiology. Enrollment in this course more than two times requires the written permission of the science department chairman.

There is a \$5.00 lab fee for this course.

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|-----|-----|-------------------|---|---|---|---|
| BIO | 210 | RADIATION BIOLOGY | 4 | 0 | 0 | 4 |
|-----|-----|-------------------|---|---|---|---|

Prerequisites: RAD 205 or RAD 221 or RAD 271

Study of radiobiology with emphasis on the effects of ionizing radiation in the human body. The use of radiation and radioactive materials in nuclear medicine and radiation therapy considered along with protective measures.

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|-----|-----|------------------|---|---|---|---|
| BIO | 251 | CELLS AND PLANTS | 3 | 2 | 0 | 4 |
|-----|-----|------------------|---|---|---|---|

Prerequisites: ENG 088 or appropriate scores on the placement tests

An introduction to the concepts and principles of the physical and chemical nature of cells, general genetics and plant anatomy and physiology.

There is a \$5.00 lab fee for this course.

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|-----|-----|----------------|---|---|---|---|
| BIO | 252 | ANIMAL BIOLOGY | 3 | 2 | 0 | 4 |
|-----|-----|----------------|---|---|---|---|

Prerequisites: ENG 088 or appropriate scores on the placement tests

An introduction to the basic anatomy and physiology of the vertebrate animal. Includes information on the basic structure and function of major organ systems.

There is a \$5.00 lab fee for this course.

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|-----|-----|-----------------------|---|---|---|---|
| BIO | 253 | EVOLUTION AND ECOLOGY | 3 | 2 | 0 | 4 |
|-----|-----|-----------------------|---|---|---|---|

Prerequisites: ENG 088 or appropriate scores on the placement tests

An introduction to the basic concepts and principles of taxonomy, ecology, evolution and animal behavior.

There is a \$5.00 lab fee for this course.

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|-----|-----|-----------------------|---|---|---|---|
| BIO | 260 | ENVIRONMENTAL BIOLOGY | 6 | 0 | 0 | 6 |
|-----|-----|-----------------------|---|---|---|---|

Prerequisites: ENG 088 or appropriate scores on the placement tests

An introduction to ecology with applications to contemporary environmental issues.

| | | | Class | Lab | Clin/ Shop | Credit Hours |
|---|------|--|-------|-----|---------------|-----------------|
| BLUEPRINT READING | | | | | | |
| BPR | 101 | BLUEPRINT READING FOR CONSTRUCTION TRADES | 3 | 0 | 0 | 3 |
| Prerequisites: | | | | | | |
| Principles of interpreting blueprints and specifications common to the construction trades will be covered. Actual construction blueprints will be used to develop proficiency in the reading and interpreting of site, elevation, section, detail, mechanical and plumbing drawings. | | | | | | |
| BPR | 104 | BLUEPRINT READING: MECHANICAL | 3 | 0 | 0 | 3 |
| Prerequisites: | | | | | | |
| Interpretation and reading of blueprints. Information on the basic principles of the blueprint, including lines, dimensioning procedures, and notes. | | | | | | |
| BPR | 105 | BLUEPRINT READING & SKETCHING | 3 | 0 | 0 | 3 |
| Prerequisites: BPR 104 | | | | | | |
| Further practice in interpretation of blueprints as they are used in industry. Study of prints supplied by industry and making plans of operation. Introduction to drafting room procedures and sketching as a means of passing on ideas. | | | | | | |
| BPR | 111 | CONSTRUCTION PLANS/SITEWORK | 1 | 2 | 0 | 2 |
| Prerequisites: | | | | | | |
| Designed to develop abilities in reading and interpreting specifications and complex blueprints in the general construction field. Emphasis will be placed on plan orientation, excavations, grades, and bench mark locations. An introduction to the setup and use of transits. | | | | | | |
| BPR | 1103 | BLUEPRINT READING: MECHANICAL | 0 | 0 | 3 | 1 |
| Prerequisites: | | | | | | |
| Interpretation and reading of blueprints as they relate to air conditioning, heating, and refrigeration. Information on the basic principles of the blueprint, lines, views, dimensioning procedures, and notes. | | | | | | |
| BPR | 1104 | BLUEPRINT READING: MECHANICAL | 3 | 0 | 0 | 3 |

| | | | Class | Lab | Clin/ Shop | Credit Hours |
|--|--|--|-------|-----|---------------|-----------------|
| plan, basement and/or foundation plan, walls, and various detailed drawings of masonry work. | | | | | | |

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|-----|------|---|---|---|---|---|
| BPR | 1113 | BLUEPRINT READING AND SKETCHING:ELECTRICAL | 3 | 0 | 0 | 3 |
|-----|------|---|---|---|---|---|

Prerequisites: BPR 1110

Interpretation of schematics, diagrams, and blueprints applicable to electrical installations with emphasis on electrical plans for electrical installations using appropriate symbols and notes according to the applicable codes included.

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|-----|------|--|---|---|---|---|
| BPR | 1114 | BLUEPRINT READING & SKETCHING:MASONRY | 3 | 0 | 0 | 3 |
|-----|------|--|---|---|---|---|

Prerequisites: BPR 1112

A study of different types of structural designs and details for commercial construction. A study of different construction trades and how each trade relates to the masonry trade.

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|-----|------|--|---|---|---|---|
| BPR | 1116 | BLUEPRINT READING: AIR CONDITIONING | 1 | 0 | 3 | 2 |
|-----|------|--|---|---|---|---|

Prerequisites: BPR 1104

A specialized course in drafting for the air conditioning, heating, and refrigeration student. Emphasis will be placed on reading of blueprints that are common to the trade: blueprints of mechanical assembly drawings, wiring diagrams and schematics, floor plans, components, heating system plans including duct and equipment layout plans, and shop sketches. The student will make tracings of floor plans and layout air conditioning systems.

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|-----|------|----------------------------|---|---|---|---|
| BPR | 1117 | BLUEPRINT READING: WELDING | 3 | 0 | 0 | 3 |
|-----|------|----------------------------|---|---|---|---|

Prerequisites: BPR 1104

Study of trade drawings in which welding procedures are indicated. Interpretation, use, and application of welding symbols, abbreviations, and specifications.

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|-----|------|---|---|---|---|---|
| BPR | 1156 | BLUEPRINT READING FOR ADVANCED WELDING | 2 | 2 | 0 | 3 |
|-----|------|---|---|---|---|---|

Prerequisites:

This course includes a review of interpretation and reading of blueprints, lines, views, and

dimensioning procedures. Emphasis is placed on mechanical drawings and value of using blueprint language for welding, fabricating, and cutting processes. Upon completion, students will be able to read and interpret a set of mechanical working drawings.

BUSINESS

| | | | | | | |
|-----|-----|----------------------|---|---|---|---|
| BUS | 109 | BUSINESS MATHEMATICS | 5 | 0 | 0 | 5 |
|-----|-----|----------------------|---|---|---|---|

Prerequisites: Satisfactory placement test score or MAT 100R

Stresses the fundamental operations and their application to business problems. Topics covered include banking, price mark-up, invoices, simple interest, discounts, charges for credit, and pertinent uses of mathematics in the field of business.

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|-----|-----|---------------------|---|---|---|---|
| BUS | 111 | BUSINESS STATISTICS | 5 | 0 | 0 | 5 |
|-----|-----|---------------------|---|---|---|---|

Prerequisites: BUS 109; MAT 101

Introduction to the use of statistical methods and tools in evaluating research data for business applications in management, marketing, production, accounting, and personnel. Includes basic probability, measures of spread and dispersion, central tendency, sampling, regression analysis, and inductive inference.

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|-----|-----|-----------------------|---|---|---|---|
| BUS | 117 | ELECTRONIC CALCULATOR | 2 | 0 | 3 | 3 |
|-----|-----|-----------------------|---|---|---|---|

Prerequisites: BUS 109

Problem solving activities for efficient machine operation, verifying techniques, machine programming, and concepts of business mathematics widely used in both business and personal situations.

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|-----|-----|--|---|---|---|---|
| BUS | 119 | BUSINESS MATHEMATICS FOR PARALEGALS | 3 | 0 | 0 | 3 |
|-----|-----|--|---|---|---|---|

Prerequisites: Satisfactory placement test score or MAT 100R

Stresses the fundamental operations and their application to business problems. Topics covered include banking, price mark-up, invoices, simple interest, discounts, charges for credit, and pertinent uses of mathematics in the field of business.

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|-----|-----|------------------|---|---|---|---|
| BUS | 123 | BUSINESS FINANCE | 3 | 0 | 0 | 3 |
|-----|-----|------------------|---|---|---|---|

| | | | Class | Lab | Clin/ Shop | Credit Hours |
|--|--|--|-------|-----|---------------|-----------------|
| Prerequisites: ACC 153 or permission of instructor | | | | | | |

Financing of business units as individuals, partnerships, corporations, and trusts. A detailed study of short-term and consumer financing is included.

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|-----|-----|--------------------------|---|---|---|---|
| BUS | 134 | PROFESSIONAL DEVELOPMENT | 3 | 0 | 0 | 3 |
|-----|-----|--------------------------|---|---|---|---|

Prerequisites:

The course is designed to help students recognize the importance of physical, intellectual, social, and emotional dimensions of personality. Emphasis is placed on making better use of time, managing stress, setting goals, and learning how to achieve these goals—all to develop a stronger self-image.

| | | | | | | |
|-----|-----|--------------------------|---|---|---|---|
| BUS | 154 | PERSONNEL ADMINISTRATION | 3 | 0 | 0 | 3 |
|-----|-----|--------------------------|---|---|---|---|

Prerequisites:

A basic introduction to personnel management covering recruiting, screening, interviewing, selecting, and placing applicants in the organization. Emphasis will be on establishing and maintaining personnel files and complying with and monitoring confidentiality procedures involving Personnel Law. Other topics to be studied include manpower planning, testing, job design and analysis, and organizational values.

| | | | | | | |
|-----|-----|---------------|---|---|---|---|
| BUS | 157 | PERSONNEL LAW | 3 | 0 | 0 | 3 |
|-----|-----|---------------|---|---|---|---|

Prerequisites:

A relatively in-depth study of the principle regulatory concerns in personnel management with emphasis on employee rights, discrimination, protection and representation. Major concentration will be on Equal Opportunity, Affirmative Action, Worker Compensation, OSHA, employee benefit plans, and other pertinent legislation. Additional topics may include unionization, labor relations, and collective bargaining.

| | | | | | | |
|-----|-----|------------------------------------|---|---|---|---|
| BUS | 161 | PEOPLE SKILLS I: PERSONAL DYNAMICS | 3 | 0 | 0 | 3 |
|-----|-----|------------------------------------|---|---|---|---|

Prerequisites:

Focuses on recognizing the characteristics of unhealthy, self-destructive behavior and moving toward healthy, non-destructive, positive behavior patterns. Emphasis is on applied psychology and interpersonal communication as these areas help the individual to become a more effective supervisor or manager in the workforce. Major topics include self-concept, assertiveness, listening, feelings, communication styles and conflict resolution.

| | | | | | | |
|-----|-----|--|---|---|---|---|
| BUS | 162 | PEOPLE SKILLS II: INTERPERSONAL DYNAMICS | 3 | 0 | 0 | 3 |
|-----|-----|--|---|---|---|---|

Prerequisites: BUS 161 or permission of department chair

Focuses on effectively dealing with various personalities and communication styles on the job. Emphasis will be on continued development of the skills learned in People Skills I: Personal Dynamics and their practical application through case studies, role playing, and other innovative, class-participation techniques. Major topics include non-defensive communication, responsible assertiveness, identification of communication and behavior styles, conflict management and conflict resolution.

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|-----|-----|---|---|---|---|---|
| BUS | 163 | PEOPLE SKILLS III: ORGANIZATIONAL DYNAMICS | 3 | 0 | 0 | 3 |
|-----|-----|---|---|---|---|---|

Prerequisites: BUS 162 or permission of department chair

Covers a practical, applied approach to human relations for individuals within a company to work together to meet the overall objectives of the organization. Major areas of study include organizational theories, climate, cultures, values and design. Special emphasis will be given to measuring job satisfaction, breaking down barriers to efficiency, and handling employee differences. Other topics to be studied are decision-making processes, formal vs. informal groups, and organization/career development planning.

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|-----|-----|--------------------------|---|---|---|---|
| BUS | 165 | INTRODUCTION TO BUSINESS | 5 | 0 | 0 | 5 |
|-----|-----|--------------------------|---|---|---|---|

Prerequisites:

Survey of the business world with particular attention to the structure of various types of business organizations, methods of financing, internal organization, management, functions of business and relationships in society, and current problems.

| | | | | | | |
|-----|-----|----------------|---|---|---|---|
| BUS | 166 | BUSINESS LAW I | 3 | 0 | 0 | 3 |
|-----|-----|----------------|---|---|---|---|

Prerequisites:

Study of the law as it applies to ordinary business transactions, including the law of contracts, agency and employment, and commercial paper. Exposure to legal problems frequently arising in business and social life.

| | | | | | | |
|-----|-----|-----------------|---|---|---|---|
| BUS | 167 | BUSINESS LAW II | 3 | 0 | 0 | 3 |
|-----|-----|-----------------|---|---|---|---|

Prerequisites: BUS 166

Continuation of BUS 166. Includes the law of personal property and bailments, sales, insurance, and torts.

| | | | | | | |
|-----|-----|---------------------------|---|---|---|---|
| BUS | 169 | COMPENSATION AND BENEFITS | 3 | 0 | 0 | 3 |
|-----|-----|---------------------------|---|---|---|---|

Prerequisites:

Designed to introduce the basic concepts of pay and its role in rewarding performance as well as to expose the student to the basic concepts and types of pension plans and related benefits. The focus of the course is on applied issues in the direct compensation of employees and on developing skills for making compensation and benefit decisions. Major emphasis will be on the factors involved in developing a compensation and benefit system for an organization and maintaining its ability to attract, retain, and motivate, and develop a competent workforce.

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|-----|-----|------------------------|---|---|---|---|
| BUS | 201 | PERFORMANCE MANAGEMENT | 3 | 0 | 0 | 3 |
|-----|-----|------------------------|---|---|---|---|

Prerequisites:

Examines the various forms of evaluating worker performance, their uses, benefits, and shortcomings. The student will gain an understanding of the purposes and scope of performance appraisal and its impact on the individual as well as the organization.

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|-----|-----|-------------------------|---|---|---|---|
| BUS | 206 | BUSINESS COMMUNICATIONS | 3 | 0 | 0 | 3 |
|-----|-----|-------------------------|---|---|---|---|

Prerequisites: ENG 102; OSC 102

Designed to develop skills in writing business communications: letters, memoranda, employment resumes, and applications.

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|-----|-----|--------------------------------|---|---|---|---|
| BUS | 211 | LEADERSHIP & MANAGEMENT SKILLS | 3 | 0 | 0 | 3 |
|-----|-----|--------------------------------|---|---|---|---|

Prerequisites: BUS 161, 162, 163 or permission of department chair

Focus on the qualities and styles of individuals who have been or are known to be leaders. The various characteristics which are identified in leaders will be discussed as well as the circumstances surrounding the rise to leadership. As applied to management, the following concepts will be discussed: coaching, team building, conflict resolution, participative management, negotiating, decision-making, and creative thinking.

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|-----|-----|---------------------------|---|---|---|---|
| BUS | 221 | MANAGERIAL COMMUNICATIONS | 3 | 0 | 0 | 3 |
|-----|-----|---------------------------|---|---|---|---|

Prerequisites: ENG 103 or permission of department chair

Designed to instruct student in written and oral communication for managerial positions with special emphasis on personal needs. The focus of this course will be on the design and development of company policy and procedure manuals, handbooks, newsletters and other important correspondence. Major areas of consideration include affirmative action plans, suggestion systems, communication committees, employee questionnaires and research interviews. Minor attention will be given to conducting meetings, bulletin board announcements, and reports dealing with absenteeism, drug, alcohol and other disciplinary problems.

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|-----|-----|-------------------|---|---|---|---|
| BUS | 230 | OFFICE MANAGEMENT | 3 | 0 | 0 | 3 |
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Prerequisites:

Study of basic management principles as applied to the office as a business service center.

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|-----|-----|--------------------------------------|---|---|---|---|
| BUS | 231 | COMPUTERIZED INVENTORY PROCEDURES | 2 | 2 | 0 | 3 |
|-----|-----|--------------------------------------|---|---|---|---|

Prerequisites: ACC 151; CAS 100

An overview of inventory procedures including general terms, methods and/or techniques, and computer application.

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|-----|-----|---------------------|---|---|---|---|
| BUS | 235 | BUSINESS MANAGEMENT | 3 | 0 | 0 | 3 |
|-----|-----|---------------------|---|---|---|---|

Prerequisites:

Study of the application of planning, staffing, controlling, directing, and financing to decision making.

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|-----|-----|----------------------------|---|---|---|---|
| BUS | 247 | HUMAN RESOURCES MANAGEMENT | 3 | 0 | 0 | 3 |
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Prerequisites:

This course is designed to introduce the student to traditional, current and emerging concepts and practices for obtaining, developing, and maintaining an effective work force in an ever-changing environment.

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|-----|-----|-----------------------|---|---|---|---|
| BUS | 248 | INTEGRATED MANAGEMENT | 3 | 0 | 0 | 3 |
|-----|-----|-----------------------|---|---|---|---|

Prerequisites: BUS 235

An integrative general business simulation which requires the student to make analyses and decisions in all the functional areas of a company. Strategy is based on information sources including historical data, quarterly data, market research, information and economic reports. Decisions are required in the areas of price, marketing budget, research and development, production, plan capacity, raw materials, purchasing, dividends declared, raising funds from external sources, etc. The course is designed to facilitate the integration of all areas of business and to develop the ability of the student to work as a team member in making decisions.

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|-----|-----|--|---|---|---|---|
| BUS | 261 | TRAINING I: ADULT LEARNING PRINCIPLES | 3 | 0 | 0 | 3 |
|-----|-----|--|---|---|---|---|

Prerequisites:

An introduction to the basic concepts of adult learning. Primary focus will be on the various elements of the instructional set and will concentrate on instructor/trainer tactics which

Introduction to the business world; includes problems of small business operations, basic business law, business forms and records, financial problems, ordering and inventorying, layout of equipment and offices, methods of improving business, and employer-employee relations.

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| BUS | 1105 | INDUSTRIAL ORGANIZATION | 3 | 0 | 0 | 3 |
|-----|------|-------------------------|---|---|---|---|

Prerequisites:

Methods, techniques, and practices of modern management in planning, organizing and controlling operations of a manufacturing concern. Introduction to the competitive system and the factors constituting product costs.

CABINETMAKING

| | | | | | | |
|-----|------|--|---|---|----|---|
| CAB | 1102 | CARPENTRY: MILLWORK & CABINETMAKING | 3 | 0 | 15 | 8 |
|-----|------|--|---|---|----|---|

Prerequisites: BPR 1110; CAR 1101

Cabinetmaking and millwork as performed by the general carpenter for building construction. Use of shop tools and equipment emphasized in learning methods of construction of millwork and cabinetry. Practical applications include measuring, layout, and construction of base and wall cabinets, built-in desks, door and window frames, stairs, and interior and exterior cornices and trim. Materials and finishes are also studied. CAB 1109, 1110 and 1111 are equivalent to CAB 1102.

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|-----|------|--|---|---|---|---|
| CAB | 1109 | CARPENTRY: MILLWORK AND CABINETMAKING I | 0 | 0 | 6 | 2 |
|-----|------|--|---|---|---|---|

Prerequisites:

Cabinetmaking and millwork as performed by the general carpenter for building construction. Safe use of shop tools and equipment emphasized in learning methods of construction of millwork and cabinetry. Practical applications include measuring, layout, construction of base and wall cabinets, built-in desks; materials and finishes are also studied. CAB 1109, 1110, and 1111 are equivalent to CAB 1102.

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|-----|------|---|---|---|---|---|
| CAB | 1110 | CARPENTRY: MILLWORK AND CABINETMAKING II | 0 | 0 | 6 | 2 |
|-----|------|---|---|---|---|---|

Prerequisites: CAB 1109

Continues the topics introduced in CAB 1109. Interior cornices and trim are introduced. Materials and finishes are also studied. CAB 1109, 1110, and 1111 are equivalent to CAB 1102.

| | | | Class | Lab | Clin/ Shop | Credit Hours |
|-----|------|--|-------|-----|---------------|-----------------|
| CAB | 1111 | CARPENTRY: MILLWORK AND CABINETMAKING III | 3 | 0 | 3 | 4 |

Prerequisites: CAB 1110

Continues CAB 1109 and CAB 1110. Materials and finishes selections are further studied. CAB 1109, 1110, and 1111 are equivalent to CAB 1102.

CARPENTRY

| | | | | | | |
|-----|-----|---|---|---|---|---|
| CAR | 236 | CONSTRUCTION ESTIMATING AND FIELD INSPECTING | 3 | 0 | 3 | 4 |
|-----|-----|---|---|---|---|---|

Prerequisites: ARC 107; CIV 105

Includes interpretation of working drawings for a project, preparation of material and labor quantity surveys from plans and specifications, and approximate and detailed estimates of costs. Students study material take off, labor take off, subcontractors' estimates, overhead costs, and bid and contract procedures. Detailed inspection of the construction by comparing the finished work to the specifications is also included.

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|-----|------|-----------|---|---|----|---|
| CAR | 1101 | CARPENTRY | 3 | 0 | 15 | 8 |
|-----|------|-----------|---|---|----|---|

Prerequisites:

Brief history of carpentry and present trends of the construction industry. Involves operation, care, and safe use of carpenters' hand tools and power tools in cutting, shaping, and joining construction materials used by the carpenter. Major topics of study include theoretical and practical applications involving materials and methods of construction, building layout, preparation of site, footings and foundation wall construction, and form construction and erection.

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|-----|------|--------------------|---|---|----|---|
| CAR | 1103 | CARPENTRY: FRAMING | 3 | 0 | 15 | 8 |
|-----|------|--------------------|---|---|----|---|

Prerequisites: CAR 1101; BPR 1111

Principles and practices of frame construction beginning with the foundation sills and including floor joists, subfloors, wall studs, ceiling joists, rafters, bridging, bracing, sheathing, and interior wall partitions. Roof construction includes layout and construction methods of common types of roof, using standard rafter construction, truss construction, and post and beam construction. Application and selection of sheathing and roofing is included. Consideration is given to coordination of carpentry work with installation of electrical, air conditioning, heating, plumbing, and mechanical equipment.

| | | | Class | Lab | Clin/ Shop | Credit Hours |
|-----|------|----------------------|-------|-----|---------------|-----------------|
| CAR | 1104 | CARPENTRY: FINISHING | 3 | 0 | 18 | 9 |

Prerequisites: CAR 1103; BPR 1111

Emphasis on exterior and interior trims and finishes. Included are materials and methods used in finishing carpentry such as exterior cornices, door and window trims, interior flooring, door and window facings, moldings and cornice construction; installation of hardware; and installation of built-in equipment and cabinets.

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|-----|------|-----------------------|---|---|---|---|
| CAR | 1113 | CARPENTRY: ESTIMATING | 3 | 0 | 3 | 4 |
|-----|------|-----------------------|---|---|---|---|

Prerequisites: BPR 1111; MAT 1112

Practical course in quantity "take off" from prints of jobs performed by the carpenter; figuring the quantities of materials needed and costs of building various components and structures.

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|-----|------|----------------|---|---|---|---|
| CAR | 1114 | BUILDING CODES | 3 | 0 | 0 | 3 |
|-----|------|----------------|---|---|---|---|

Prerequisites: CAR 1103

Corequisites: CAR 1104

Study of building codes and the minimum requirements for local, county, and state construction regulations. Attention is given to safety, sanitation, mechanical equipment and materials, and to a review of the minimum property requirements of the Federal Housing Administration and the North Carolina State Code.

COMPUTER APPLICATION

| | | | | | | |
|-----|-----|--|---|---|---|---|
| CAS | 100 | INTRODUCTION TO MICROCOMPUTER APPLICATIONS | 2 | 0 | 3 | 3 |
|-----|-----|--|---|---|---|---|

Prerequisites: Academic credit for beginning keyboarding

A general introduction to the microcomputer, DOS, and various software application packages, including word processing, spreadsheets and database management. Strictly an applications course—will not cover programming.

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|-----|-----|-----------------------------------|---|---|---|---|
| CAS | 101 | PERSONAL COMPUTER FAMILIARIZATION | 2 | 2 | 0 | 3 |
|-----|-----|-----------------------------------|---|---|---|---|

Prerequisites:

Presents an overview of personal computers. Topics include computer hardware, operating

systems, operations, word processing, spreadsheets, database, and introduction to BASIC programming.

There is a \$5.00 lab fee for this course.

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|-----|-----|---|---|---|---|---|
| CAS | 105 | INTRODUCTION TO COMPUTERS: MANAGING SOFTWARE | 2 | 2 | 0 | 3 |
|-----|-----|---|---|---|---|---|

Prerequisites:

The novice user will, after a short survey of the graphical interface (menu system), be introduced to spreadsheet software and word processing software. The intent of this course is to learn to manage the software, not become an expert in its use. A student would learn no more, for example, of word processing than the ability to write a letter, resume or simple report.

There is a \$5.00 lab fee for this course.

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|-----|-----|---------------------------------|---|---|---|---|
| CAS | 213 | MULTIMEDIA INSTRUCTIONAL DESIGN | 4 | 0 | 0 | 4 |
|-----|-----|---------------------------------|---|---|---|---|

Prerequisites: CSC 104, 114 or permission of instructor

Students will design a complete multimedia project to be implemented in advanced courses. Among topics covered are photography, animation, color, sound, testing, learning principles, peripherals, copyright and introduction to scripting.

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| CAS | 217 | INTEGRATING PERIPHERALS IN MULTIMEDIA DESIGN | 2 | 4 | 0 | 4 |
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Prerequisites: CSC 213

Students will learn to incorporate the use of various peripherals and attendant media into their multimedia projects. Familiarity with various peripherals, appropriate uses for technical subjects, modifying various media for use, and copyright considerations will be covered. Some scripting may be required.

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|-----|-----|--------------------------------|---|---|---|---|
| CAS | 240 | SPREADSHEET APPLICATIONS/LOTUS | 2 | 0 | 3 | 3 |
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Prerequisites: CAS 100

In one package, software provides spreadsheet (electronic worksheet for analysis and forecasting), business graphics (spreadsheet information displayed in graphic form), and database management.

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|-----|-----|---------------------|---|---|---|---|
| CAS | 241 | DATABASE MANAGEMENT | 2 | 0 | 3 | 3 |
|-----|-----|---------------------|---|---|---|---|

Prerequisites: CAS 100

Prerequisites: CHM 105 with a grade of C or better

A survey of organic and biochemistry with emphasis placed on the aspects of chemistry that apply to physiological and biochemical processes. CHM 105 and 106 equate to CHM 110. Enrollment in this course more than two times requires the written permission of the science department chairman.

There is a \$5.00 lab fee for this course.

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|-----|-----|-------------------------------|---|---|---|---|
| CHM | 110 | CHEMISTRY FOR HEALTH SCIENCES | 3 | 2 | 0 | 4 |
|-----|-----|-------------------------------|---|---|---|---|

Prerequisites: ENG 089 and MAT 100 or appropriate scores on the placement tests

Corequisites: Enrollment in Nuclear Medicine or T-201 programs

A survey of general, organic, and biological chemistry with emphasis placed on the aspects of chemistry that apply to physiological and biochemical processes. CHM 105 and 106 may be substituted for CHM 110. CHM 110 also removes a chemistry deficiency for nursing students. Enrollment in this course more than two times requires the written permission of the science department chairman.

There is a \$5.00 lab fee for this course.

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|-----|-----|---------------------|---|---|---|---|
| CHM | 251 | INORGANIC CHEMISTRY | 3 | 2 | 0 | 4 |
|-----|-----|---------------------|---|---|---|---|

Prerequisites: MAT 101

Study of inorganic chemistry including matter and energy, atoms, chemical bonds, chemical reactions and equations, gases, solutions, acids, bases, salts, ionization, and radiation.

There is a \$5.00 lab fee for this course.

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|-----|-----|-------------------|---|---|---|---|
| CHM | 252 | ORGANIC CHEMISTRY | 3 | 2 | 0 | 4 |
|-----|-----|-------------------|---|---|---|---|

Prerequisites: CHM 251

Study of organic compounds including nomenclature, properties, and reactions of hydrocarbons and derived compounds including alcohols, ethers, carbonyl compounds, amines, and amides.

There is a \$5.00 lab fee for this course.

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|-----|-----|--------------|---|---|---|---|
| CHM | 253 | BIOCHEMISTRY | 3 | 2 | 0 | 4 |
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Prerequisites: CHM 252

Study of the structure and intermediary metabolism of carbohydrates, lipids, proteins,

| | | | Class | Lab | Clin/ Shop | Credit Hours |
|--|--|--|-------|-----|---------------|-----------------|
| nucleic acids, hormones, vitamins and enzymes. | | | | | | |

There is a \$5.00 lab fee for this course.

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|-----|-----|-----------|---|---|---|---|
| CHM | 260 | NUTRITION | 3 | 0 | 0 | 3 |
|-----|-----|-----------|---|---|---|---|

Prerequisites: A high school or college chemistry course

A study of the biochemistry of carbohydrates, lipids, proteins, vitamins, and minerals. Includes foods, methods of diet planning, and contemporary issues in nutrition.

CIVIL

| | | | | | | |
|-----|-----|-----------------------|---|---|---|---|
| CIV | 105 | MATERIALS AND METHODS | 3 | 0 | 3 | 4 |
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Prerequisites:

Materials used in the construction of architectural structures are studied. Field trips to construction sites and a study of manufacturers' specifications for materials and of properties and standard sizes of structural materials and construction techniques are included.

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|-----|-----|---------|---|---|---|---|
| CIV | 114 | STATICS | 5 | 0 | 0 | 5 |
|-----|-----|---------|---|---|---|---|

Prerequisites: MAT 102

Study of forces, resultants, and types of force systems; moments; equilibrium of coplanar forces for analytical and graphic methods; stresses and reactions in simple structures; equilibrium of forces in space; and center of gravity, centroids, moment of inertia, and hydrostatic load analysis. Problem solving using computer data.

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| CIV | 216 | STRENGTH OF MATERIALS | 3 | 2 | 0 | 4 |
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Prerequisites: CIV 114; MAT 103

Study of fundamental stress and strain relationship, shear and bending moments, and stresses and deflections in beams and columns. Design of members also included. Problem solving using computer data.

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| CIV | 235 | CODES, SPECIFICATIONS, AND CONTRACT DOCUMENTS | 3 | 0 | 3 | 4 |
|-----|-----|--|---|---|---|---|

Prerequisites: DFT 220

Study of building codes and their effect on specifications and drawings. Purpose and writing of specifications and their legal and practical application to working drawings are studied. Contract documents analyzed and studied to determine client-architect-contractor responsibilities, duties, and mutual protection.

CRIMINAL JUSTICE

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|-----|-----|--------------------------------|----|---|----|----|
| CJC | 100 | BASIC LAW ENFORCEMENT TRAINING | 17 | 0 | 24 | 25 |
|-----|-----|--------------------------------|----|---|----|----|

Prerequisites:

Prepares individuals to take the Basic Training—Law Enforcement Officers certification examination mandated by the North Carolina Criminal Justice Education and Training Standards Commission and/or prepares individuals to take the Justice Officers Basic Training certification examination mandated by the North Carolina Sheriff's Education and Training Standards Commission. Successful completion of this curriculum certificate program requires that the student satisfy the minimum requirements for certification by the Criminal Justice Commission and the Sheriff's Commission. Students satisfactorily completing this program should possess at least the minimum degree of general attributes, knowledge, and skills to function as an inexperienced law enforcement officer.

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|-----|-----|----------------------------------|---|---|---|---|
| CJC | 101 | INTRODUCTION TO CRIMINAL JUSTICE | 3 | 0 | 0 | 3 |
|-----|-----|----------------------------------|---|---|---|---|

Prerequisites:

Designed to provide an overview of the criminal justice system including its philosophy, objectives, and legal limitations in a democratic society.

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|-----|-----|--------------|---|---|---|---|
| CJC | 109 | INTERVIEWING | 3 | 0 | 0 | 3 |
|-----|-----|--------------|---|---|---|---|

Prerequisites: Permission of instructor

Designed to provide a knowledge of the fundamental techniques employed in interviewing. Introduction to interrogation and overview of sources of information available to investigators.

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|-----|-----|----------------------|---|---|---|---|
| CJC | 110 | JUVENILE DELINQUENCY | 3 | 0 | 0 | 3 |
|-----|-----|----------------------|---|---|---|---|

Prerequisites:

Study of the factors contributing to juvenile delinquency and evaluation of the methods employed in delinquency control. Special attention given to the role of juvenile agencies and to the legal procedures utilized in dealing with offenders.

| | | | Class | Lab | Clin/ Shop | Credit Hours |
|-----|-----|-------------------|-------|-----|---------------|-----------------|
| CJC | 112 | MOTOR VEHICLE LAW | 3 | 0 | 0 | 3 |

Prerequisites:

Study of the traffic enforcement codes with primary emphasis on North Carolina law.

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| CJC | 113 | CORRECTIONS LAW | 3 | 0 | 0 | 3 |
|-----|-----|-----------------|---|---|---|---|

Prerequisites:

This course will include a study of the historical progression of the civil rights of convicted violators. The course will also include a review of recent and current U.S. Supreme Court decisions dealing with the constitutional rights of inmates in both federal and state prisons.

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| CJC | 115 | CRIMINAL LAW I | 3 | 0 | 0 | 3 |
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Prerequisites:

Study of criminal laws dealing with offenses against the person. Emphasis is placed on North Carolina law.

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|-----|-----|-----------------|---|---|---|---|
| CJC | 116 | CRIMINAL LAW II | 3 | 0 | 0 | 3 |
|-----|-----|-----------------|---|---|---|---|

Prerequisites: CJC 115 or permission of instructor

Study of criminal laws dealing with offenses against property. Emphasis placed on North Carolina law.

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|-----|-----|-------------|---|---|---|---|
| CJC | 120 | CRIMINOLOGY | 3 | 0 | 0 | 3 |
|-----|-----|-------------|---|---|---|---|

Prerequisites:

A survey of the concepts and theories surrounding human behavior associated with criminal activity.

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|-----|-----|--|---|---|---|---|
| CJC | 125 | CRIMINAL PROCEDURES & NC COURT SYSTEM | 3 | 0 | 0 | 3 |
|-----|-----|--|---|---|---|---|

Prerequisites:

Designed to provide the student with a knowledge of legal aspects of criminal procedures from the initial investigation through the final appeal.

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|-----|-----|--------------------------|---|---|---|---|
| CJC | 130 | POLICE REPORTS AND FORMS | 2 | 2 | 0 | 3 |
|-----|-----|--------------------------|---|---|---|---|

Prerequisites:

A comprehensive course which introduces the student to the various types and purposes of police reports.

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|-----|-----|-------------------|---|---|---|---|
| CJC | 201 | PATROL PROCEDURES | 3 | 0 | 0 | 3 |
|-----|-----|-------------------|---|---|---|---|

Prerequisites:

Overview of techniques and procedures employed in routine patrol and traffic control.

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| CJC | 202 | POLICE COMMUNITY RELATIONS | 2 | 0 | 0 | 2 |
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Prerequisites:

A study of the nature of police community relations. An overview of the development of the police system and how the community has responded to the system. An examination of conflicts between the police and various elements of society.

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| CJC | 204 | EVIDENCE PHOTOGRAPHY | 3 | 0 | 3 | 4 |
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Prerequisites:

Study of photographic principles and their application to evidence photography. Students develop skills in photographic techniques and the use of various types of equipment through lab practice.

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| CJC | 205 | EVIDENCE | 3 | 0 | 0 | 3 |
|-----|-----|----------|---|---|---|---|

Prerequisites:

Instruction covers the legal aspects of the various kinds and degrees of evidence and the rules governing the admissibility of evidence in court.

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|-----|-----|-------------------------------|---|---|---|---|
| CJC | 210 | TECHNIQUES OF INVESTIGATION I | 3 | 0 | 0 | 3 |
|-----|-----|-------------------------------|---|---|---|---|

Prerequisites:

An introductory course in the fundamental concepts of investigative processes.

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|-----|-----|----------------|---|---|---|---|
| CJC | 211 | CRIMINALISTICS | 2 | 2 | 0 | 3 |
|-----|-----|----------------|---|---|---|---|

Prerequisites:

General survey of the methods and techniques employed in modern scientific investigations with emphasis on evidence which is compared by physical means.

| | | | Class | Lab | Clin/ Shop | Credit Hours |
|-----|-----|---------------------------|-------|-----|---------------|-----------------|
| CJC | 213 | IDENTIFICATION TECHNIQUES | 3 | 2 | 0 | 4 |

Prerequisites:

Survey of contemporary identification techniques with primary emphasis on fingerprinting. Students develop skills in taking and classifying rolled impressions and in developing latent lifts through lab practice.

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| CJC | 215 | TECHNIQUES OF INVESTIGATION II | 2 | 2 | 0 | 3 |
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Prerequisites: CJC 130, 204, 210, 211

An advanced course in the actual methods and techniques employed in the investigative processes.

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| CJC | 220 | POLICE ADMINISTRATION | 3 | 0 | 0 | 3 |
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Prerequisites:

An introduction to the principles of organization and administration with emphasis on the theories and techniques used in law enforcement agencies.

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| CJC | 240 | DEFENSIVE TACTICS AND CUSTODIAL SAFEGUARDS | 2 | 2 | 0 | 3 |
|-----|-----|---|---|---|---|---|

Prerequisites: Permission of the department chair

This course is designed to give the student a working knowledge of defensive tactics, custodial safeguards and familiarization of firearms as well as the legal issues involved in the use of force as it relates to corrections and law enforcement functions.

COOPERATIVE EDUCATION

| | | | | | |
|-----|--|---|----|---|---|
| COE | 101A- COOPERATIVE EDUCATION FIELD 107A EXPERIENCE | 0 | 10 | 0 | 1 |
|-----|--|---|----|---|---|

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| COE | 101B- COOPERATIVE EDUCATION FIELD 107B EXPERIENCE | 0 | 20 | 0 | 2 |
|-----|--|---|----|---|---|

Prerequisites:

Through Cooperative Education, students work in part-time or full-time positions related

to their programs of study or career interest and for employers selected and/or approved by the College. Students are supervised by a faculty member or cooperative education coordinator from the College. Generally, a student may receive a maximum of two credit hours during any one quarter, but may not receive more than the number allowable toward graduation in the chosen degree or diploma. (See Cooperative Education in the general section of this catalog.)

| | | | | | | |
|-----|-----|--|---|---|----|---|
| COE | 202 | FIELD EXPERIENCE: ADMINISTRATIVE OFFICE | 1 | 0 | 20 | 3 |
|-----|-----|--|---|---|----|---|

Prerequisites: 100 hours and 2.0 GPA

Designed to offer students the opportunity to fine-tune office skills in a work environment. Students will be placed in a part-time office position relevant to the Administrative Office Technology curriculum. Students will be supervised by a faculty member and will attend a one-hour class each week for evaluation, suggestions, and further training as needed.

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|-----|-----|-------------------------------------|---|---|----|---|
| COE | 203 | FIELD EXPERIENCE: MEDICAL OFFICE | 1 | 0 | 20 | 3 |
|-----|-----|-------------------------------------|---|---|----|---|

Prerequisites: 100 hours and OSC 230 (minimum grade of "C")

Opportunity to perform in a medical office environment or health care setting. Students will incorporate proper use of oral and written communications; accept personal responsibilities of promptness, personal neatness, and the development of interpersonal working relationships; and perform competently in office responsibilities including making appointments, billing, and transcribing medical correspondence and reports.

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|-----|-----|-------------------------------------|---|---|----|---|
| COE | 220 | SEMINAR PRACTICUM: SPECIAL NEEDS | 1 | 0 | 10 | 2 |
|-----|-----|-------------------------------------|---|---|----|---|

Prerequisites: EDU 226A or permission of Department Chair

Prerequisite or Co-requisite: EDU 203

This supervised practicum experience gives the student an opportunity to apply age appropriate principles of child development, relationships, and learning in a special needs environment. The seminar gives the student an opportunity to evaluate practical experiences and to discuss curriculum components.

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|-----|-----|-------------------------------|---|---|----|---|
| COE | 221 | SEMINAR PRACTICUM: SCHOOL AGE | 1 | 0 | 10 | 2 |
|-----|-----|-------------------------------|---|---|----|---|

Prerequisites: EDU 226A or permission of Department Chair

This supervised practicum experience gives the student an opportunity to apply age appropriate principles of child development, relationships, and learning in a school age environment. The seminar gives the student an opportunity to evaluate practical experiences and to discuss

| | | | Class | Lab | Clin/ Shop | Credit Hours |
|------------------------|--|--|-------|-----|---------------|-----------------|
| curriculum components. | | | | | | |

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| COE | 240 | DATA PROCESSING PRACTICE IN INDUSTRY I | 0 | 0 | 10 | 1 |
|-----|-----|---|---|---|----|---|

Prerequisites: To be taken in either of the two quarters prior to graduation

Cooperative endeavor between Pitt Community College and industry to give students on-the-job training experience. Students work in computer operations for a given company, on location, for a minimum of 10 hours per week.

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|-----|-----|--|---|---|----|---|
| COE | 241 | DATA PROCESSING PRACTICE IN INDUSTRY II | 0 | 0 | 10 | 1 |
|-----|-----|--|---|---|----|---|

Prerequisites: To be taken in either of the two quarters prior to graduation

Continuation of the on-the-job training begun in COE 240.

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|-----|-----|------------------------------|---|---|----|---|
| COE | 245 | RETAILING PRACTICUM (INTERN) | 0 | 0 | 20 | 2 |
|-----|-----|------------------------------|---|---|----|---|

Prerequisites:

Course consists of 20 hours on-the-job training in the area(s) of Marketing and Retailing at a local retail outlet. It is suggested that the practicum (internship) be done the remaining 2 quarters of the program so educational experience can correlate along with work experience. The practicum will be set up by the Marketing and Retailing Coordinator.

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|-----|-----|--|---|---|----|---|
| COE | 248 | DATA PROCESSING PRACTICE: ACADEMIC AND INDUSTRY | 1 | 0 | 20 | 3 |
|-----|-----|--|---|---|----|---|

Prerequisites: To be taken in either of the two quarters prior to graduation.

Designed to offer students the opportunity to work in a professional environment. Students will be placed in a part-time computer-related environment. Students will be supervised by a faculty member and will attend a one-hour class each week for evaluation, suggestions, and further training as needed.

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|-----|-----|------------------------------|---|---|----|---|
| COE | 249 | PARALEGAL INTERNSHIP/SEMINAR | 2 | 0 | 10 | 3 |
|-----|-----|------------------------------|---|---|----|---|

Prerequisites: All paralegal curriculum courses except those required during the final quarter along with internship

Students work in law firms, in public defenders' offices and/or similar settings ten hours per week on the job, without pay, and under close supervision of an attorney. Each student keeps a log of his/her daily activities. The supervising instructor confers periodically with the supervising attorney, office staff, and the paralegal student. The student is required

to attend a two-hour classroom seminar in which he/she shares the tasks performed during the previous week's internship with fellow students in order to pool common learning experiences which will enhance the student's overall learning experience. Areas of deficiency will be reviewed. Students will be required to turn in an evaluation of their internship experience and of the paralegal program at Pitt Community College.

CORRECTIONAL SCIENCE

| | | | | | | |
|-----|-----|-----------------------------|---|---|---|---|
| COR | 203 | INTRODUCTION TO CORRECTIONS | 3 | 0 | 0 | 3 |
|-----|-----|-----------------------------|---|---|---|---|

Prerequisites:

Introduction and overview of fundamental processes, trends, and practices of juvenile and adult probation, institutional treatment, parole, and contemporary community-based correctional programs, both public and private. Review of the history and philosophy of corrections, with emphasis on the constitutional rights of offenders included.

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|-----|-----|--|---|---|---|---|
| COR | 204 | CORRECTIONS AND COMMUNITY RELATIONS | 2 | 0 | 0 | 2 |
|-----|-----|--|---|---|---|---|

Prerequisites:

This is a two-hour course designed to inform the student of the vital role a prison has in the community, ways the community should be involved in the prison operation and the vital importance of public education about corrections. The student will develop an understanding of the impact a prison has on the community, strategies for the involvement of volunteers and effective delivery of information from the prison to the community.

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|-----|-----|--|---|---|---|---|
| COR | 207 | CONFINEMENT FACILITIES ADMINISTRATION | 3 | 0 | 0 | 3 |
|-----|-----|--|---|---|---|---|

Prerequisites:

Supervision and administration of facilities, involving techniques of inmate supervision, security, medical care of prisoners, food preparation, sanitation, and various legal aspects controlling detention facilities, correctional institutions, and jails.

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|-----|-----|-----------------------------|---|---|---|---|
| COR | 208 | CORRECTIONS CASE MANAGEMENT | 3 | 0 | 0 | 3 |
|-----|-----|-----------------------------|---|---|---|---|

Prerequisites:

This course is designed to introduce the student to the philosophy and approach of case

management. The student in this course of instruction will be taught how to manage and supervise the inmate in a confinement setting. The instructions will cover the classification process which includes the assigning of the inmates to various programs, duty stations and job assignments. The discipline procedures and the process of maintaining control by proper supervision of the inmates at every level while demanding security and compliance of all the rules and regulations of the institution and the State of North Carolina will be studied.

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|-----|-----|-----------------------------|---|---|---|---|
| COR | 234 | COMMUNITY BASED CORRECTIONS | 3 | 0 | 0 | 3 |
|-----|-----|-----------------------------|---|---|---|---|

Prerequisites:

Exploration of philosophy and programs of juvenile and adult probation supervision, aftercare parole, halfway homes, work and educational release-furlough as well as executive clemency and interstate compact practices. Dilemma of surveillance-custody/control factors vs. supervision-treatment examined. Introduction to classification of offenders, followed by analysis of possible treatments. Citizen-agency relationships investigated, along with potentials of utilizing citizen volunteer programs.

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|-----|-----|------------------------|---|---|----|---|
| COR | 249 | CORRECTIONS INTERNSHIP | 1 | 0 | 20 | 3 |
|-----|-----|------------------------|---|---|----|---|

Prerequisites: Permission of the department chair

This course is designed to familiarize the participating student with the principles of practical application of procedures and techniques in the management of offenders in a correctional setting. The students work in corrections facilities twenty hours per week on the job without pay and under close supervision of a corrections supervisor. Each student keeps a daily log of activities and is required to attend a one-hour classroom seminar in which he/she shares the experience and tasks performed with fellow students. The student will gain experience in custody classification, promotions, assignments, and will assist in classification, counseling, recreation, and case management. The student will become familiar with educational and vocational programs, community program activities, as well as on-site and off-site volunteer activities. A project will be required as the major written work of the course. An evaluation will be required of the student and the field work supervisor.

COSMETOLOGY

| | | | | | | |
|-----|------|---------------|---|---|----|----|
| COS | 1101 | COSMETOLOGY I | 0 | 0 | 40 | 12 |
|-----|------|---------------|---|---|----|----|

Prerequisites:

Includes a study of professional ethics, grooming and personality development; and sterilization, sanitation, first aid, and bacteriology. The practical work is devoted to fingerwaving, pin curling, roller curling, manicuring, marcelling, hair cutting, and hair

| | | | Class | Lab | Clin/ Shop | Credit Hours |
|---|------|------------------|-------|-----|---------------|-----------------|
| relaxing. COS 1105 and 1106 are equivalent to COS 1101. | | | | | | |
| COS | 1102 | COSMETOLOGY II | 0 | 0 | 40 | 12 |
| Prerequisites: COS 1101 | | | | | | |
| Study of the theory and practical application of permanent waving (cold and heat wave), tinting and bleaching, anatomy, facials, and scalp treatments. COS 1107 and 1108 are equivalent to COS 1102. | | | | | | |
| COS | 1103 | COSMETOLOGY III | 0 | 0 | 40 | 12 |
| Prerequisites: COS 1102 | | | | | | |
| Study of the theory and practical application of hair styling and wig care; disorders of skin, nails, and hair; electricity; chemistry; and operational management. COS 1109 and 1110 are equivalent to COS 1103. | | | | | | |
| COS | 1104 | COSMETOLOGY IV | 0 | 0 | 20 | 6 |
| Prerequisites: COS 1103 | | | | | | |
| Study of the theory and practical application of advanced hair styling, operational management, and salesmanship. | | | | | | |
| COS | 1105 | COSMETOLOGY I-A | 0 | 0 | 20 | 6 |
| Prerequisites: | | | | | | |
| Includes a study of professional ethics, grooming, and personality development. The practical work is devoted to fingerwaving, pin curling, roller curling, and manicuring. COS 1105 and 1106 are equivalent to COS 1101. | | | | | | |
| COS | 1106 | COSMETOLOGY I-B | 0 | 0 | 20 | 6 |
| Prerequisites: COS 1105 | | | | | | |
| Continues all topics introduced in 1105 plus sterilization, sanitation, first aid, and bacteriology. The practical work is devoted to continuation of practical work introduced in 1105 and marcelling, hair cutting, and hair relaxing are introduced. COS 1105 and 1106 are equivalent to COS 1101. | | | | | | |
| COS | 1107 | COSMETOLOGY II-A | 0 | 0 | 20 | 6 |
| Prerequisites: | | | | | | |
| Study of the theory and practical application of permanent waving (cold and heat wave) tinting and bleaching. COS 1107 and 1108 are equivalent to COS 1102. | | | | | | |

| | | | Class | Lab | Clin/ Shop | Credit Hours |
|-----|------|------------------|-------|-----|---------------|-----------------|
| COS | 1108 | COSMETOLOGY II-B | 0 | 0 | 20 | 6 |

Prerequisites: COS 1107

Continues all topics introduced in 1107 plus anatomy, facial, and scalp treatment. COS 11107 and 1108 are equivalent to COS 1102.

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|-----|------|-------------------|---|---|----|---|
| COS | 1109 | COSMETOLOGY III-A | 0 | 0 | 20 | 6 |
|-----|------|-------------------|---|---|----|---|

Prerequisites:

Study of the theory and practical application of hairstyling and wig care; disorders of skin, nails, and hair. COS 1109 and 1110 are equivalent to COS 1103.

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|-----|------|-------------------|---|---|----|---|
| COS | 1110 | COSMETOLOGY III-B | 0 | 0 | 20 | 6 |
|-----|------|-------------------|---|---|----|---|

Prerequisites: COS 1109

Continues all topics introduced in COS 1109 plus electricity; chemistry, and operational management. COS 1109 and 1110 are equivalent to COS 1103.

COMPUTER LANGUAGE PROGRAMS

| | | | | | | |
|-----|-----|--|---|---|---|---|
| CSC | 102 | PROBLEM SOLVING TECHNIQUES AND APPLICATIONS | 3 | 0 | 0 | 3 |
|-----|-----|--|---|---|---|---|

Prerequisites:

Problem analysis and definition. Abstract/concrete continuum, techniques which may lead to solution, appropriate techniques, static/dynamic continuum, real barriers/transparent barriers to solution will be studied.

| | | | | | | |
|-----|-----|--|---|---|---|---|
| CSC | 103 | PROBLEM SOLVING THROUGH COMPUTER APPLICATIONS | 2 | 2 | 0 | 3 |
|-----|-----|--|---|---|---|---|

Prerequisites: Programming language

A course in problem analysis and definition, identifying desired input/output, developing appropriate algorithms, converting algorithms for computer uses, and methods of testing for errors. Applications will cover a broad range. Computer software used will vary.

There is a \$5.00 lab fee for this course.

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|-----|-----|---|---|---|---|---|
| CSC | 104 | INTRODUCTION TO COMPUTERS: OPERATING SYSTEMS | 2 | 2 | 0 | 3 |
|-----|-----|---|---|---|---|---|

Prerequisites:

The novice user will be introduced to the graphical interface (menu system) which allows the user to interact with the operating system. This is followed by a short survey of the most frequently used DOS commands. The user will install software and test it. Then the user will create simple batch files.

There is a \$5.00 lab fee for this course.

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|-----|-----|---------|---|---|---|---|
| CSC | 112 | BASIC I | 2 | 2 | 0 | 3 |
|-----|-----|---------|---|---|---|---|

Prerequisites:

A general introduction to microcomputers and their capabilities and to the BASIC programming language. From simple input/output to multi-dimensional arrays.

There is a \$5.00 lab fee for this course.

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|-----|-----|----------|---|---|---|---|
| CSC | 113 | BASIC II | 2 | 4 | 0 | 4 |
|-----|-----|----------|---|---|---|---|

Prerequisites: CSC 112

Multidimensional arrays, screen design and introduction to file processing for business and personal use. Sequential and random access files are manipulated through user-written menu-driven applications.

There is a \$10.00 lab fee for this course.

| | | | | | | |
|-----|-----|--------------------------------------|---|---|---|---|
| CSC | 114 | INTRODUCTION TO COMPUTER CONCEPTS | 3 | 0 | 0 | 3 |
|-----|-----|--------------------------------------|---|---|---|---|

Prerequisites:

Introductory course in computers for students pursuing degree in data processing or desiring a general non-technical knowledge of terminology and concepts. No previous knowledge or experience in data processing required.

| | | | | | | |
|-----|-----|------------------|---|---|---|---|
| CSC | 116 | COMPUTER SYSTEMS | 4 | 0 | 0 | 4 |
|-----|-----|------------------|---|---|---|---|

Prerequisites: CSC 112, 114

Study of computer operating systems involving architecture and programming concepts such as query, externally defined files, object oriented architecture, logical and physical files, single level and virtual storage, and utilities.

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|-----|-----|-------|---|---|---|---|
| CSC | 118 | COBOL | 2 | 4 | 0 | 4 |
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Prerequisites: CSC 112, 114

Designed to provide basic training in structured COBOL programming. The COBOL language programming methods and techniques are studied. Students develop program logic and write structured COBOL programs for solving sample problems.

There is a \$10.00 lab fee for this course.

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|-----|-----|----------------|---|---|---|---|
| CSC | 119 | ADVANCED COBOL | 2 | 4 | 0 | 4 |
|-----|-----|----------------|---|---|---|---|

Prerequisites: CSC 116, 118

Continuation of training in COBOL programming techniques and methods. Designed to provide students with the opportunity to apply skills learned in COBOL to typical business applications with emphasis on arrays, tables, control breaks, and disc file organization.

There is a \$10.00 lab fee for this course.

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|-----|-----|---|---|---|---|---|
| CSC | 144 | PERSONAL COMPUTER MANAGEMENT & MAINTENANCE | 2 | 4 | 0 | 4 |
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Prerequisites: CSC 112, 147

This course defines and explains personal computer hardware and software components. It provides a basic understanding of computer problems and how to deal with them.

There is a \$10.00 lab fee for this course.

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|-----|-----|---------------------------------------|---|---|---|---|
| CSC | 147 | PERSONAL COMPUTER OPERATING SYSTEM | 3 | 2 | 0 | 4 |
|-----|-----|---------------------------------------|---|---|---|---|

Prerequisites: CSC 112, 114; or permission of instructor

A study of an operating system on a personal computer. The student will develop a basic understanding of the relationship between hardware architecture, system software and application software. The student will also be trained in using the various commands that are a part of the operating systems.

| | | | Class | Lab | Clin/ Shop | Credit Hours |
|--|-----|---------------------------------------|-------|-----|---------------|-----------------|
| There is a \$5.00 lab fee for this course. | | | | | | |
| CSC | 148 | C LANGUAGE | 2 | 4 | 0 | 4 |
| Prerequisites: CSC 112, 114, 147, 208; or permission of instructor | | | | | | |
| C Language will be introduced as a tool for object-oriented programming. Topics include variables, constants, operators, expressions, program control statements, user-defined function, pointers, arrays, structures, unions, and user-defined types, and simple objects. | | | | | | |
| There is a \$10.00 lab fee for this course. | | | | | | |
| CSC | 149 | ADVANCED C LANGUAGE | 2 | 4 | 0 | 4 |
| Prerequisites: CSC 148 | | | | | | |
| This course is a continuation of CSC 148 and covers objects, enumerated data, input/output and disk files, queues, stacks, function overloading, virtual functions and inheritance. The emphasis is on applications. | | | | | | |
| There is a \$10.00 lab fee for this course. | | | | | | |
| CSC | 151 | INTRODUCTION TO COMPUTERS | 5 | 0 | 0 | 5 |
| Prerequisites: | | | | | | |
| Presents the basic concepts of data processing fundamentals, history, hardware, software and social implications. Word processing, spreadsheet, and database packages are used for hands on training. | | | | | | |
| CSC | 204 | C LANGUAGE III | 2 | 4 | 0 | 4 |
| Prerequisites: CSC 149 | | | | | | |
| This course will expand upon CSC 149 with more detailed examination of stacks, queues, polymorphism, binary files, complex inheritance, files of disparate kinds of objects, and user-created object libraries. Again, the emphasis will be upon a single application. | | | | | | |
| There is a \$10.00 lab fee for this course. | | | | | | |
| CSC | 208 | PROGRAMMING WITH DATABASE SOFTWARE | 2 | 4 | 0 | 4 |
| Prerequisites: CSC 112, 114, 147 | | | | | | |

Uses menus as an introduction, with a majority of the course being devoted to reports, queries, and forms.

There is a \$10.00 lab fee for this course.

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|-----|-----|--|---|---|---|---|
| CSC | 209 | ADVANCED PROGRAMMING WITH DATABASE SOFTWARE | 2 | 4 | 0 | 4 |
|-----|-----|--|---|---|---|---|

Prerequisites: CSC 208

Students will write a complete application in database software. The course includes advanced file processing, error trapping, screens, shortcuts and other advanced programming techniques.

There is a \$10.00 lab fee for this course.

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|-----|-----|-----------------------------|---|---|---|---|
| CSC | 210 | PROGRAMMING WITH MULTIMEDIA | 2 | 4 | 0 | 4 |
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Prerequisites: CSC 112, familiarity with Windows environment, or permission of the instructor

The course is designed to introduce the student to the current programming techniques used to manage a sophisticated multimedia environment. The student will create presentations and interactive sessions from pre-packaged video disks, video tapes, etc.

There is a \$10.00 lab fee for this course.

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| CSC | 215 | ADVANCED COMPUTER SYSTEMS | 4 | 0 | 0 | 4 |
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Prerequisites: CSC 224

A continuation of CSC 224 with special emphasis on creating and managing data base files. Query will be studied and used extensively in creating reports based on these files.

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| CSC | 216 | DATA COMMUNICATIONS & NETWORKING | 2 | 4 | 0 | 4 |
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Prerequisites: CSC 215 or permission of instructor

The course will acquaint the students with the concepts of networking from both a hardware and software viewpoint. In addition, the student will obtain a working knowledge of both the application and the management of a computer network.

There is a \$10.00 lab fee for this course.

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| CSC | 223 | RPG | 2 | 4 | 0 | 4 |
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Prerequisites: CSC 116 and 118, or permission of instructor

Study of report generator language appropriate for use with a small or mid-range computer. Students will develop program logic and write programs to solve appropriately related sample business problems.

There is a \$10.00 lab fee for this course.

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|-----|-----|--------------|---|---|---|---|
| CSC | 224 | ADVANCED RPG | 2 | 4 | 0 | 4 |
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Prerequisites: CSC 223

Continuation of CSC 223 with special emphasis on applications that use interactive workstation and database programming techniques.

There is a \$10.00 lab fee for this course.

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|-----|-----|--|---|---|---|---|
| CSC | 233 | CUSTOMER INFORMATION COMPUTER 2 SYSTEM (CICS) | 2 | 4 | 0 | 4 |
|-----|-----|--|---|---|---|---|

Prerequisites: CSC 118

Provides instruction in writing telecommunications application programs to run under control of the Customer Information Control System (CICS). Also, students learn the concepts and operation of the information display system to fully utilize the display format facility of the CICS.

There is a \$10.00 lab fee for this course.

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| CSC | 234 | INTERACTIVE WORKSTATIONS PROGRAMMING | 2 | 4 | 0 | 4 |
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Prerequisites: CSC 224

Designed to provide the student with sufficient knowledge of on-line programming techniques on a mid-range computer. Emphasis is on terminal utilization, screen design, screen generators, and coding rules and techniques.

There is a \$10.00 lab fee for this course.

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|-----|-----|--------------------|---|---|---|---|
| CSC | 236 | SYSTEMS ANALYSIS I | 3 | 0 | 0 | 3 |
|-----|-----|--------------------|---|---|---|---|

Prerequisites: CSC 114 or CSC 151 and a programming language

The student will study in detail the process of designing and implementing systems. The

importance of involving management in this process will be emphasized. The role of the analyst as well as the tools and technologies used by the analyst will be explored. The phases of the systems development life cycle will be studied.

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| CSC | 237 | DATABASE MANAGEMENT | 2 | 4 | 0 | 4 |
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Prerequisites: CSC 208, 215

The built-in relational database capabilities of a multi-user computer will be explored in depth. The student will learn how to design a database, define the structure of database files, create the actual files, put data into these files, change the data and query the files. Data integrity will be stressed.

There is a \$10.00 lab fee for this course.

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|-----|-----|---------------------------|---|---|---|---|
| CSC | 238 | ADVANCED SYSTEMS ANALYSIS | 2 | 4 | 0 | 4 |
|-----|-----|---------------------------|---|---|---|---|

Prerequisites: CSC 236 and at least one advanced programming course, or permission of instructor

The backend phases of the Systems Development Life Cycle will be thoroughly explored. Students will create the system that they designed in Systems Analysis I. CASE tools and new technologies will be investigated in depth. Reiteration, testing and implementation will be stressed. User involvement and the involvement of management will be emphasized.

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|-----|-----|---------------------------------------|---|---|---|---|
| CSC | 245 | APPLICATIONS DESIGN: TEAM APPROACH | 2 | 4 | 0 | 4 |
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Prerequisites: CSC 224

Designed to provide students with sufficient knowledge in computer methodology to permit the use of computers in business. Emphasis centers on the development of a typical business application, including complete documentation, using a team programming approach.

There is a \$10.00 lab fee for this course.

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| CSC | 246 | APPLICATIONS DESIGN: INDIVIDUAL APPROACH | 2 | 4 | 0 | 4 |
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Prerequisites: CSC 245

Emphasizes the preparation and utilization of operations data used in a typical business, case problems involving systems established for collecting the data, and generating information for organizational units. Audit trails enabling the tracing of transactions back to the original sources or forward to the first report analyzed. Simulated data used to

demonstrate programming techniques required in processing management information. Students design, program, and test an entire business application with minimum assistance.

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| CSC | 247 | PC APPLICATION DESIGN | 2 | 4 | 0 | 4 |
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The student will incorporate all of the skills previously acquired on the personal computer to create a business application. These include networking, the operating system, database, code generating software, working with pointers and data structures, etc.

DESIGN (CREATIVE & AESTHETIC)

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|-----|-----|--------------|---|---|---|---|
| DES | 112 | TYPOGRAPHY I | 2 | 4 | 0 | 4 |
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A survey of the evolution of type-both style and proportion. An introduction to the common characteristics, the measurement, and fitting of type.

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|-----|-----|---------------|---|---|---|---|
| DES | 113 | TYPOGRAPHY II | 2 | 4 | 0 | 4 |
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An introduction to phototypesetting and applications to compugraphic typesetter.

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|-----|-----|-------------|---|---|---|---|
| DES | 116 | COMPUTER II | 2 | 4 | 0 | 4 |
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An introductory course in advanced imaging with Aldus Freehand.

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|-----|-----|--------------|---|---|---|---|
| DES | 117 | COMPUTER III | 2 | 4 | 0 | 4 |
|-----|-----|--------------|---|---|---|---|

An introductory course to page make-up with Aldus PageMaker.

| | | | Class | Lab | Clin/ Shop | Credit Hours |
|-----|-----|-------------|-------|-----|---------------|-----------------|
| DES | 118 | COMPUTER IV | 2 | 4 | 0 | 4 |

Prerequisites: DES 117

A course in advanced computerized illustration with Adobe Illustrator.

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|-----|-----|-------------------|---|---|---|---|
| DES | 119 | HISTORY OF DESIGN | 2 | 0 | 0 | 2 |
|-----|-----|-------------------|---|---|---|---|

Prerequisites:

To illustrate and explain the main styles in the History of Design with emphasis on the period from 1850 to the present. A primary objective will be to relate historical styles and developments to contemporary design trends.

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|-----|-----|----------------|---|---|---|---|
| DES | 120 | ILLUSTRATION I | 2 | 4 | 0 | 4 |
|-----|-----|----------------|---|---|---|---|

Prerequisites: ART 104

Course introduces various media used in creating dynamic visual presentations, the object of which is to stimulate the student's awareness of alternative means of expression.

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|-----|-----|----------|---|---|---|---|
| DES | 121 | DESIGN I | 2 | 4 | 0 | 4 |
|-----|-----|----------|---|---|---|---|

Prerequisites:

Introduction to basic design and its elements and concepts. Deals with problems in balance, value, line, texture, and shape. Work with basic tools and materials to explore some of the design possibilities of two-dimensional format included.

| | | | | | | |
|-----|-----|------------------|---|---|---|---|
| DES | 122 | GRAPHIC DESIGN I | 2 | 4 | 0 | 4 |
|-----|-----|------------------|---|---|---|---|

Prerequisites: DES 121 or portfolio

Continuation of Design I with emphasis on the fundamentals of graphic design.

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|-----|-----|-------------------|---|---|---|---|
| DES | 123 | GRAPHIC DESIGN II | 2 | 4 | 0 | 4 |
|-----|-----|-------------------|---|---|---|---|

Prerequisites: DES 121, 122

Introduction to the basic techniques of layout and graphic design including paste-up, mechanicals, typography, and production.

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|-----|-----|-------------|---|---|---|---|
| DES | 125 | QUARKXPRESS | 2 | 4 | 0 | 4 |
|-----|-----|-------------|---|---|---|---|

| | | | Class | Lab | Clin/ Shop | Credit Hours |
|--|-----|--------------------|-------|-----|---------------|-----------------|
| Prerequisites: DES 116 | | | | | | |
| An introductory course to page design using QuarkXPress. | | | | | | |
| DES | 210 | PRODUCTION | 2 | 4 | 0 | 4 |
| Prerequisites: All 100 level drawing or design courses | | | | | | |
| Introduction to production techniques. Includes the exploration of mechanical type and its formation and uses. Airbrush techniques and the commercial uses of silkscreen printing are also included. Each student should acquire a working knowledge of each medium through laboratory exercises provided. | | | | | | |
| DES | 212 | ILLUSTRATION II | 2 | 4 | 0 | 4 |
| Prerequisites: DES 120 | | | | | | |
| Introduction to the use of the illustration in advertising. Students will explore the uses of media and illustration styles. | | | | | | |
| DES | 213 | ILLUSTRATION III | 2 | 4 | 0 | 4 |
| Prerequisites: DES 212; all 100 level drawing or design courses | | | | | | |
| Advanced problems in advertising illustration with emphasis on originality and the readiness of each student to explore assigned tasks and problems. | | | | | | |
| DES | 214 | TYPOGRAPHY III | 2 | 4 | 0 | 4 |
| Prerequisites: All 100 level drawing or design courses | | | | | | |
| Includes hand exercises with the pencil, pen point, and lettering brush as well as mechanical procedures and laboratory exercises to acquire knowledge of availability of type and its usage. | | | | | | |
| DES | 224 | GRAPHIC DESIGN III | 2 | 4 | 0 | 4 |
| Prerequisites: DES 123; all 100 level drawing or design courses | | | | | | |
| Introduction to intermediate layout and design techniques for offset printing, including the preparation of camera-ready art work. Laboratory problems include an introduction to the graphic art darkroom procedures necessary for offset printing and an introduction of the offset press operation. | | | | | | |
| DES | 225 | GRAPHIC DESIGN IV | 2 | 4 | 0 | 4 |

Prerequisites: DES 224; all 100 level drawing or design courses

Study of advanced problems in layout and design techniques and advanced darkroom procedures necessary for offset production. Laboratory exercises include multicolor offset production problems.

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|-----|-----|------------------|---|---|---|---|
| DES | 226 | GRAPHIC DESIGN V | 2 | 4 | 0 | 4 |
|-----|-----|------------------|---|---|---|---|

Prerequisites: DES 225; all 100 level drawing or design courses

Includes use of simulated professional working conditions in utilizing advanced layout and design techniques for printing. Students will explore a variety of problems and present solutions for general class critique and discussion.

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|-----|-----|-----------------------|---|---|---|---|
| DES | 235 | PORTFOLIO DEVELOPMENT | 2 | 4 | 0 | 4 |
|-----|-----|-----------------------|---|---|---|---|

Prerequisites:

Students become familiar with specific areas of interest and prepare personal portfolios for presentation to prospective employers.

DRAFTING

| | | | | | | |
|-----|-----|--------------------|---|---|---|---|
| DFT | 101 | TECHNICAL DRAFTING | 1 | 0 | 3 | 2 |
|-----|-----|--------------------|---|---|---|---|

Prerequisites:

Introduction to the field of drafting. Includes a study of drawing principles and practices for print reading and describing objects in the graphic language. Basic skills and techniques of drafting included are the use of drafting equipment, lettering, freehand orthographic and pictorial sketching, geometric instruction, orthographic instruction, drawing of principal views, and standards and practices of dimensioning. The principles of isometric, oblique, and perspective drawing are introduced.

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|-----|-----|------------------------|---|---|---|---|
| DFT | 103 | DRAFTING AND SKETCHING | 1 | 0 | 3 | 2 |
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Prerequisites:

Study of drafting fundamentals, with assignments requiring manual drafting tools. Practice in describing and making freehand orthographic and pictorial sketches of objects.

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|-----|-----|--------------------|---|---|---|---|
| DFT | 107 | TECHNICAL DRAFTING | 1 | 3 | 0 | 2 |
|-----|-----|--------------------|---|---|---|---|

Prerequisites: ELN 100

In addition to basic drafting skill, emphasis will be on applications in the electronics field. Specialized experience will be included which directly relates to the electronics industry, such as types of drawings common to electronics, special symbols used, schematic diagrams, and layout diagrams with an emphasis on printed circuit work.

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|-----|-----|---------------------------------|---|---|---|---|
| DFT | 110 | COMPUTER-AIDED DRAFTING I (CAD) | 1 | 0 | 3 | 2 |
|-----|-----|---------------------------------|---|---|---|---|

Prerequisites: DFT 101 OR DFT 107

Introduces the student to the computer, the drafting software, the printer and the plotter as tools used in the process of producing drawings. Primary emphasis of lab time on the CAD system. This emphasis begins early in the quarter and continues throughout. Progressive textbook assignments and lab assistance ensure fundamental knowledge of the software menus and the production, filing, and retrieval of drawings.

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|-----|-----|----------------------------------|---|---|---|---|
| DFT | 111 | COMPUTER-AIDED DRAFTING II (CAD) | 1 | 0 | 3 | 2 |
|-----|-----|----------------------------------|---|---|---|---|

Prerequisites: DFT 110

Practical exercises to guide students to an understanding and application of CAD menus and symbol libraries. Emphasize proficiency in using the CAD system and its advanced features for problem solving as they relate to using the CAD plotter for producing finished drawings.

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|-----|-----|----------------------|--|---|---|---|---|
| DFT | 112 | TECHNICAL DRAFTING I | | 0 | 0 | 3 | 1 |
|-----|-----|----------------------|--|---|---|---|---|

Prerequisites:

Introduction to the field of drafting. Includes a study of drawing principles and practices for describing objects in the graphic language. Basic skills and techniques of drafting included are the use of equipment, lettering, geometric construction, orthographic construction, projection problems dealing with the principles of isometric, oblique and perspective drawings.

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|-----|-----|-----------------------|--|---|---|---|---|
| DFT | 113 | TECHNICAL DRAFTING II | | 0 | 0 | 3 | 1 |
|-----|-----|-----------------------|--|---|---|---|---|

Prerequisites: DFT 112

A continuation of DFT 112. Included are descriptive geometry problems involving auxiliary views, intersections, and developments. Students will also be introduced to computer applications in drafting. CAD drawings of orthographic and sectional views will be produced.

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|-----|-----|------------------------|--|---|---|---|---|
| DFT | 114 | TECHNICAL DRAFTING III | | 1 | 0 | 3 | 2 |
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Prerequisites: DFT 113

A continuation of DFT 113. Included are civil drafting problems involving plot plans, topographic data, contours and mapping. The student will also be given architectural problems including floor plans, elevations, and sections, with an emphasis on presentation drawings and building components.

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|-----|-----|---------------------|---|---|---|---|
| DFT | 220 | STRUCTURAL DRAFTING | 3 | 0 | 3 | 4 |
|-----|-----|---------------------|---|---|---|---|

Prerequisites: ARC 210; CIV 105

Concentrated study and drawing of structural plans with emphasis on details and shop drawings of the structural components of buildings, including steel, reinforced concrete, and timber structure. Appropriate symbols, conventions, dimensioning practices, and notes used by the draftsman included. Emphasis also on drafting appropriate drawings for fabrication and erection of the structural components.

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|-----|------|-------------------------|---|---|---|---|
| DFT | 1151 | COMPUTER AIDED DRAFTING | 2 | 4 | 0 | 4 |
|-----|------|-------------------------|---|---|---|---|

Prerequisites:

This course introduces the student to the uses of computers for drafting. Upon completion the student should be able to: (1) identify the components of CAD systems and define their uses; (2) use the commands of the CAD system software; (3) draw points, lines, curves, and areas; (4) draw objects in orthographic projection, and (5) draw, dimension and plot working drawings of simple mechanical devices.

DIESEL MECHANICS ENGINE

| | | | | | | |
|-----|------|------------------|---|---|---|---|
| DIE | 1010 | AIR CONDITIONING | 2 | 0 | 3 | 3 |
|-----|------|------------------|---|---|---|---|

Prerequisites:

Covers the basic principles of air conditioning and the special application of these principles to farm equipment. Maintenance, troubleshooting, and repair are stressed.

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|-----|------|--------------------|---|---|---|---|
| DIE | 1030 | ELECTRICAL SYSTEMS | 3 | 0 | 3 | 4 |
|-----|------|--------------------|---|---|---|---|

Prerequisites:

Basic study of the electrical systems found in farm equipment. Special emphasis given to batteries, starters, generators, alternators, and ignition and lighting systems. Identification of trouble, servicing, and repair as applicable to electrical systems stressed.

| | | | Class | Lab | Clin/ Shop | Credit Hours |
|-----|------|---------------------------|-------|-----|---------------|-----------------|
| DIE | 1040 | FARM HARVESTING EQUIPMENT | 3 | 0 | 6 | 5 |

Prerequisites:

General maintenance and repair of harvesting equipment. Self-propelled grain combines and automatic tobacco harvesters given special attention in the classroom and in the field.

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|-----|------|---------------------|---|---|----|---|
| DIE | 1045 | EQUIPMENT SERVICING | 3 | 0 | 12 | 7 |
|-----|------|---------------------|---|---|----|---|

Prerequisites: Permission of the instructor

Gives student experience in troubleshooting and repair of gasoline and diesel engines, power trains, and fuel systems associated with farm equipment. Provides opportunity to learn the operating principles of self-propelled and tractor drawn equipment and field experience in how to adjust field equipment. May substitute for part-credit in COE.

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|-----|------|-------------------------------------|---|---|---|---|
| DIE | 1046 | SHOP PRACTICES & TOOL OPERATIONS | 3 | 0 | 6 | 5 |
|-----|------|-------------------------------------|---|---|---|---|

Prerequisites:

Gives students experience in operating procedures of shop tools and the correct use of hand tools, cutting tools, and testing equipment. Gives opportunity to learn operation of shop tools such as drill press, valve grinders, and hand grinders to cut threads with the tap and die sets, and to operate test equipment for checking tractor components.

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|-----|------|----------------|---|---|---|---|
| DIE | 1105 | DIESEL ENGINES | 5 | 0 | 6 | 7 |
|-----|------|----------------|---|---|---|---|

Prerequisites:

Development of a thorough knowledge and ability in using, maintaining, and storing the various hand tools and measuring devices needed in engine repair work. Study of the construction and operation of components of internal combustion engines. Testing of engine performance; servicing and maintenance of pistons, valves, cams and camshafts, fuel and exhaust systems, and cooling systems; lubrication; and methods of testing, diagnosing, and repairing diesel engines are included.

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|-----|------|----------------|---|---|---|---|
| DIE | 1106 | DIESEL ENGINES | 1 | 0 | 6 | 3 |
|-----|------|----------------|---|---|---|---|

Prerequisites: DIE 1105

Continuation of practical application of principles introduced in DIE 1105.

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|-----|------|--------------------|---|---|---|---|
| DIE | 1135 | BASIC FUEL SYSTEMS | 3 | 0 | 3 | 4 |
|-----|------|--------------------|---|---|---|---|

Prerequisites:

Thorough study of the fundamentals of gasoline and diesel fuel systems with lectures on carburetors and diesel principles and functions of components. Laboratory practice in application of service, repair, diagnosis procedures; assembly removal and replacement.

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|-----|------|--------------|---|---|---|---|
| DIE | 1137 | POWER TRAINS | 4 | 0 | 6 | 6 |
|-----|------|--------------|---|---|---|---|

Prerequisites:

Covers basic fundamentals, function, and operation of major components used to transmit power on heavy equipment; clutches, transmissions, planetary gearing, torque converters, final drives, differentials, and brakes; and servicing, testing, minor adjustment, assembly removal, and replacement.

ECONOMICS

| | | | | | | |
|-----|-----|--------------------|---|---|---|---|
| ECO | 108 | CONSUMER ECONOMICS | 3 | 0 | 0 | 3 |
|-----|-----|--------------------|---|---|---|---|

Prerequisites:

Designed to help students use their resources of time, energy, and money. Students given opportunities to build useful skills in buying, managing finances, increasing resources, and understanding the economy.

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|-----|-----|-------------|---|---|---|---|
| ECO | 151 | ECONOMICS I | 3 | 0 | 0 | 3 |
|-----|-----|-------------|---|---|---|---|

Prerequisites:

Fundamental principles of microeconomics including the institutions and practices by which people gain a livelihood. Emphasis placed on basic conditions for the market system and how the market process functions in the real world. Supply and demand, price and cost, and current economic problems stressed.

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|-----|-----|--------------|---|---|---|---|
| ECO | 152 | ECONOMICS II | 3 | 0 | 0 | 3 |
|-----|-----|--------------|---|---|---|---|

Prerequisites: ECO 151

Continuation of a study of the principles of economics, with emphasis on macro-issues such as national output and income, international trade and finance, and current economic problems.

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|-----|-----|---------------|---|---|---|---|
| ECO | 153 | ECONOMICS III | 3 | 0 | 0 | 3 |
|-----|-----|---------------|---|---|---|---|

Prerequisites: ECO 152

Continuation of the study of basic economic principles. Emphasis placed on current macro-and microeconomics problems and application of economic principles to short-range forecasting.

EDUCATION

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|-----|-----|--|---|---|---|---|
| EDU | 101 | EARLY CHILDHOOD EDUCATION: OVERVIEW I | 3 | 0 | 0 | 3 |
|-----|-----|--|---|---|---|---|

Prerequisites:

This course provides an introduction to the Early Childhood program and an overview of the field, including history of the early childhood movement, types of programs, the role of the early childhood professional, trends in education, and professional ethics.

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|-----|-----|--------------------------------------|---|---|---|---|
| EDU | 102 | CHILD HEALTH, SAFETY, & NUTRITION | 5 | 0 | 0 | 5 |
|-----|-----|--------------------------------------|---|---|---|---|

Prerequisites:

Study of the factors influencing a young child's health with emphasis on safety precautions and treatment procedures. Also, a focus on nutrition concepts and requirements for the child. Student will develop nutrition and health-related activities for young children.

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|-----|-----|-------------------------|---|---|---|---|
| EDU | 103 | CHILD CARE CREDENTIAL I | 3 | 0 | 0 | 3 |
|-----|-----|-------------------------|---|---|---|---|

Prerequisites:

This course provides the first half of instruction necessary to qualify for the NC Child Care Credential. This credential prepares an individual for entry level employment as a teacher in a child care setting. Areas of study include introduction to the child care profession, child growth and development, and getting to know the whole child.

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|-----|-----|--------------------------|---|---|---|---|
| EDU | 104 | CHILD CARE CREDENTIAL II | 3 | 0 | 0 | 3 |
|-----|-----|--------------------------|---|---|---|---|

Prerequisites: EDU 103

This course provides the final half of instruction necessary to qualify for the NC Child Care Credential. This credential prepares an individual for entry level employment as a teacher in a child care setting. Areas of study include developmentally appropriate practices, positive guidance and providing a safe and healthy environment.

| | | | Class | Lab | Clin/ Shop | Credit Hours |
|-----|-----|---|-------|-----|---------------|-----------------|
| EDU | 105 | EARLY CHILDHOOD EDUCATION: OVERVIEW II | 3 | 0 | 0 | 3 |

Prerequisites: EDU 101

This course concludes the overview of the Early Childhood Education Field. Topics include introductions to principles of child development, observation and assessment of children, and planning for learning.

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|-----|-----|----------------------------|---|---|---|---|
| EDU | 108 | EARLY CHILDHOOD CURRICULUM | 5 | 0 | 0 | 5 |
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Prerequisites:

Examination of early childhood curriculum areas. Focus on age appropriate activities to enhance the curiosity, interest, knowledge, and abilities of young children.

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|-----|-----|--------------------------------------|---|---|---|---|
| EDU | 109 | GUIDING YOUNG CHILDREN'S BEHAVIOR | 3 | 0 | 0 | 3 |
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Prerequisites:

Examination of direct and indirect guidance techniques in working with young children.

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| EDU | 115 | AUDIOVISUAL & MEDIA INSTRUCTION | 3 | 0 | 0 | 3 |
|-----|-----|------------------------------------|---|---|---|---|

Prerequisites:

Introduces the multi-media approach to teaching young children. Provides experiences in the use of audiovisual equipment and duplicating machines. Includes experience with a laminating process and making transparencies and other visual aids while developing science and social studies units.

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|-----|-----|---|---|---|---|---|
| EDU | 151 | INTRODUCTION TO EXCEPTIONAL CHILDREN | 3 | 0 | 0 | 3 |
|-----|-----|---|---|---|---|---|

Prerequisites:

To provide students with an understanding of exceptionality. This understanding will include but not be limited to: philosophical and legal aspects; political, social, cultural issues; types and levels of exceptionality; identification processes; multidisciplinary approaches; techniques for mainstreaming; and professional practices and attitudes.

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|-----|-----|--|---|---|---|---|
| EDU | 152 | EARLY EXPERIENCES FOR THE PROSPECTIVE TEACHER | 1 | 2 | 0 | 2 |
|-----|-----|--|---|---|---|---|

Prerequisites:

An introduction to teaching for prospective teachers. Twenty hours of focused observations and planned participation in appropriate school environments along with 11 hours of seminar class instruction.

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| EDU | 201 | CHILDREN'S ISSUES IN TODAY'S SOCIETY | 2 | 0 | 0 | 2 |
|-----|-----|--------------------------------------|---|---|---|---|

Prerequisites:

Discussion of issues affecting children and their families. Topics may include: poverty, drug and alcohol abuse, family violence, child abuse and neglect, single-parent families, and step-families, among others.

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|-----|-----|--------------------------|---|---|---|---|
| EDU | 204 | PARTNERSHIP WITH PARENTS | 3 | 0 | 0 | 3 |
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Prerequisites:

A focus on the parent-child-teacher relationship as a partnership to enhance life for all. Special attention will be given to removing barriers to open communication and techniques conducive to such a partnership.

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|-----|-----|-------------------------|---|---|---|---|
| EDU | 205 | MULTICULTURAL EDUCATION | 3 | 0 | 0 | 3 |
|-----|-----|-------------------------|---|---|---|---|

Prerequisites:

Study of the diversity of modern families and the impact of education on attitudes and biases. Students will examine the development of the self-concept and self-esteem and investigate antibias curriculum practices which value and respect diversity in culture, gender, age, and abilities.

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|-----|-----|----------------------|---|---|---|---|
| EDU | 206 | EXCEPTIONAL CHILDREN | 3 | 0 | 0 | 3 |
|-----|-----|----------------------|---|---|---|---|

Prerequisites:

Introductory course for those who may work with exceptional children. Importance of early intervention, characteristics of children and families with special needs, and community resources will be examined.

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|-----|------|------------------------------|---|---|---|---|
| EDU | 226A | EARLY CHILDHOOD LABORATORY I | 3 | 0 | 6 | 5 |
|-----|------|------------------------------|---|---|---|---|

Prerequisites:

This course prepares the student for actual classroom experience with children. Topics include planning the physical environment, preparing schedules, creating centers of interest, and writing activity plans. Students actively participate in the classroom environment under the supervision of the PCC instructor.

| | | | Class | Lab | Clin/ Shop | Credit Hours |
|-----|------|-------------------------------|-------|-----|---------------|-----------------|
| EDU | 226B | EARLY CHILDHOOD LABORATORY II | 1 | 0 | 15 | 6 |

Prerequisites: EDU 226A

This course provides the student with opportunities to implement plans for the classroom learning environment, including scheduling, centers of interest, and activity plans. Level of classroom responsibility is increased to include lead days and one lead week. Students actively participate in the classroom environment under the supervision of the PCC instructor.

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|-----|-----|-------------------------|---|---|---|---|
| EDU | 229 | INFANT AND TODDLER CARE | 3 | 0 | 0 | 3 |
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Prerequisites:

Exploration and development of curriculum, activities, and materials for infants and toddlers. Also, an examination of ways to promote development through caregiving activities.

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| EDU | 230 | CREATIVE ACTIVITIES I | 3 | 0 | 0 | 3 |
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Prerequisites:

An examination of music, art, language arts and dramatic play curriculum areas with a focus on creating learning environments for young children. Students will develop teacher made materials and organize a file of resources and materials.

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|-----|-----|------------------------|---|---|---|---|
| EDU | 231 | CREATIVE ACTIVITIES II | 3 | 0 | 0 | 3 |
|-----|-----|------------------------|---|---|---|---|

Prerequisites:

An examination of science, mathematics and social studies curriculum areas with a focus on creating learning environments for young children. Students will develop teacher made materials and organize a file of resources and materials.

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| EDU | 232 | PRESCHOOL ADMINISTRATION & SUPERVISION | 3 | 0 | 0 | 3 |
|-----|-----|---|---|---|---|---|

Prerequisites:

Designed to assist students in establishing policies and procedures for the operation of a center for the daily group care of young children.

ELECTRICAL

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|-----|-----|-------------------------------|---|---|---|---|
| ELC | 101 | FUNDAMENTALS OF ELECTRICITY I | 4 | 4 | 0 | 6 |
|-----|-----|-------------------------------|---|---|---|---|

Prerequisites: ELN 100

Corequisites: MAT 101

Study of the elementary principles of electricity, including basic electric units, Ohm's Law,

Kirchoff's Law, network theorems, magnetics, basic electrical measuring instruments, inductance, capacitance, sine wave analysis, and non-resonant resistive, inductive, and capacitive networks.

Prerequisites: ELC 101
Corequisites: MAT 102

Study of series and parallel resonant-circuit analysis, resonant and non-resonant transformer analysis, basic diode power analysis, and an introduction to electromechanical devices.

Prerequisites:

This course is a study of the fundamental concepts of direct current electricity, utilizing applications and calculations of current, voltage, resistance, and power rules in electric circuits. Emphasis is placed on construction of DC circuits and using test equipment to verify electrical principles learned in class.

Prerequisites: ELC 103 or instructor permission

This course is intended to add to the student's knowledge of electrical tools, material, and test equipment. The focus in this course will be on application of skills and techniques learned in Basic Wiring Practices I through the use of shop experiences, and whenever possible, by the use of live projects. Electrical job site and industrial safety will be stressed throughout the course. The use and understanding of the National Electrical Code with regard to specific applications will be introduced.

Prerequisites:

This course provides instruction in the use and interpretation of the National Electric Code. Emphasis will be placed on solving practical field problems by interpreting specific articles, using tables, and performing code calculations to insure safe installations.

Prerequisites: ELC 115 or instructor permission

The course provides instruction in the fundamental concepts of industrial motor control systems and their installation. Topics include: electro-mechanical devices, schematics

and wiring diagrams, relay ladder logic, solid state devices, motors and controllers, National Electrical Code requirements, and wiring techniques.

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|-----|-----|---------------------------------------|---|---|---|---|
| ELC | 108 | ELECTRICAL BLUEPRINTS & SCHEMATICS | 3 | 0 | 0 | 3 |
|-----|-----|---------------------------------------|---|---|---|---|

Prerequisites: BPR 101 or instructor permission

The interpretation of schematics, diagrams and blueprints applicable to electrical installations with emphasis on electrical plans for residential, commercial, and industrial buildings is presented. Sketching schematics and diagrams, electrical symbols and notes according to the applicable codes will be a part of this course.

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|-----|-----|-------------------------------------|---|---|----|---|
| ELC | 110 | COMMERCIAL AND INDUSTRIAL WIRING | 5 | 0 | 12 | 9 |
|-----|-----|-------------------------------------|---|---|----|---|

Prerequisites: ELC 104 or instructor permission

This course provides instruction in the lay-out, planning, and installation of wiring systems in commercial and industrial facilities. Emphasis will be placed on blueprint reading, the related National Electrical Code articles and the installation of typical commercial and industrial wiring systems. Among the topics to be covered in class and reinforced by lab experiences are: conduit bending and installation, commercial and industrial wiring methods, electrical energy efficiency, raceways and motor and controller installations.

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|-----|-----|---|---|---|---|---|
| ELC | 111 | INTRODUCTION TO PROGRAMMABLE LOGIC CONTROLLERS | 3 | 2 | 0 | 4 |
|-----|-----|---|---|---|---|---|

Prerequisites: ELC 107; CSC 104 or instructor permission

This course is designed to introduce the student to programmable logic controllers and their applications. Topics to be covered include: input and output modules and devices, power supplies, installation of PLC's and interfacing of equipment.

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|-----|-----|------------------------------|---|---|---|---|
| ELC | 112 | ALTERNATING & DIRECT CURRENT | 2 | 0 | 6 | 4 |
|-----|-----|------------------------------|---|---|---|---|

Prerequisites:

Study of the electrical structure of matter; the electron theory; and the relationship between voltage, current, and resistance in series, parallel, and series-parallel circuits. Ohm's Law and Kirchoff's Law and the relationships and applications of electricity to modern industrial machinery are included.

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|-----|-----|---|---|---|---|---|
| ELC | 113 | ALTERNATING CURRENT & DIRECT CURRENT MACHINES & CONTROLS | 2 | 0 | 6 | 4 |
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Prerequisites: ELC 112

Study of the fundamental concepts in single and polyphase alternating current circuits,

voltages, current, power measurements, transformers, and motors. Instruction given in the use of electrical test instruments in circuit analysis. Includes a study of the basic concepts of AC and DC machines; simple system controls; and an introduction to the types of controls used in small appliances, including thermostats and timers or sequencing switches.

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|-----|-----|----------------|---|---|---|---|
| ELC | 114 | DIRECT CURRENT | 3 | 0 | 6 | 5 |
|-----|-----|----------------|---|---|---|---|

Prerequisites:

This course is a study of the fundamental concepts of direct current electricity, utilizing applications and calculations of current, voltage, resistance, and power rules in electric circuits. Emphasis is placed on construction of DC circuits and using test equipment to verify electrical principles learned in class.

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|-----|-----|---------------------|---|---|---|---|
| ELC | 115 | ALTERNATING CURRENT | 2 | 4 | 0 | 4 |
|-----|-----|---------------------|---|---|---|---|

Prerequisites: ELC 114 or instructor permission

This course is designed to be a presentation of the fundamental concepts of alternating current flow reactance, impedance, phase angle, power and resonance. Emphasis is placed on analysis of AC circuits and lab experiments are used to reinforce concepts introduced in class.

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|-----|-----|-----------------------|---|---|---|---|
| ELC | 116 | ELECTRICAL ESTIMATING | 1 | 2 | 0 | 2 |
|-----|-----|-----------------------|---|---|---|---|

Prerequisites:

This course covers the basic principles of estimating for electrical trades. Includes take-off of material specifications and price gathering.

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|-----|-----|---|---|---|---|---|
| ELC | 119 | INDUSTRIAL ELECTRIC CONTROLS & SYSTEMS | 2 | 0 | 6 | 4 |
|-----|-----|---|---|---|---|---|

Prerequisites: ELC 113

Fundamental concepts and applications of electrical, pneumatic, and hydraulic control systems. Controls, protecting devices, and industrial applications emphasized.

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|-----|-----|----------------------------|---|---|---|---|
| ELC | 121 | ELECTRICAL TROUBLESHOOTING | 1 | 0 | 3 | 2 |
|-----|-----|----------------------------|---|---|---|---|

Prerequisites: ELC 119

Utilization of all service tools, instruments, and equipment necessary to analyze all aspects of service and repair, using the procedures employed in service and repair in industry. Students expected to demonstrate ability and initiative in the troubleshooting problems presented.

| | | | Class | Lab | Clin/ Shop | Credit Hours |
|-----|-----|---------------------------|-------|-----|---------------|-----------------|
| ELC | 125 | ELECTRICAL INSTALLATION I | 2 | 0 | 6 | 4 |

Prerequisites: ELC 112

Layout, planning, and installation of wiring systems in industrial complexes, with emphasis on blueprint reading and symbols, and related National Electrical Code. Emphasis will be placed on 1/2 inch to 2 inch conduit and conductors, sizes 14 to 4/0. Practical experience wiring lighting fixtures, receptacles, and switches in single and poly-phase system to comply with national, state and local codes will be gained in this course.

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|-----|-----|----------------------------|---|---|---|---|
| ELC | 126 | ELECTRICAL INSTALLATION II | 2 | 0 | 6 | 4 |
|-----|-----|----------------------------|---|---|---|---|

Prerequisites: ELC 125

A continuation of ELC 125 with emphasis on larger conduits, raceways, and conductors. Busways, busducts, wireways, cable trays and underfloor ducts will be introduced.

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|-----|-----|-----------------------------|---|---|---|---|
| ELC | 127 | ELECTRICAL INSTALLATION III | 1 | 0 | 6 | 3 |
|-----|-----|-----------------------------|---|---|---|---|

Prerequisites: ELC 126

A continuation of ELC 126 with emphasis on special equipment and wiring methods. Trolleys, overhead cranes, large switch gear, explosion-proof equipment, dust-tight, watertight, stainless steel, and seal fittings are part of this course.

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|-----|-----|--------------------------|---|---|---|---|
| ELC | 130 | NATIONAL ELECTRICAL CODE | 3 | 0 | 0 | 3 |
|-----|-----|--------------------------|---|---|---|---|

Prerequisites:

A study of the National Electric Code. Includes service calculations for residential, commercial, and industrial buildings; branch circuits and feeder calculations; and the rules governing electrical wiring in North Carolina.

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|-----|-----|---|---|---|----|---|
| ELC | 210 | PROGRAMMABLE LOGIC CONTROLLER APPLICATIONS | 2 | 0 | 12 | 6 |
|-----|-----|---|---|---|----|---|

Prerequisites: ELC 111 or instructor permission

This course is designed to take up where the introductory course on programmable logic controllers left off. It will cover PLC in-depth programming, with an emphasis on instruction sets, advanced programming techniques, networking, communications, work and file moves, sequencers, and analog to digital and digital to analog conversions. The course is designed to be extensively "hands-on," and typical programs used in industry will be used as instruction tools.

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|-----|-----|-----------------------|---|---|---|---|
| ELC | 202 | ELECTRICAL MAINTAINCE | 3 | 0 | 6 | 5 |
|-----|-----|-----------------------|---|---|---|---|

Prerequisites:

This course is designed to give the student the basic theory of maintenance, and the special skills to maintain electrical equipment found in residential, commercial, and industrial locations. Emphasis will be on maintenance theory, predictive and preventive maintenance, electrical equipment, and maintenance documentation.

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|-----|-----|--|---|---|---|---|
| ELC | 203 | INDUSTRIAL INSTRUMENTATION AND CONTROLS | 3 | 0 | 0 | 3 |
|-----|-----|--|---|---|---|---|

Prerequisites:

This course is designed to give the student a basic overview of the types of instrumentation used in industry. Emphasis will be on electric, pneumatic, and pressure instruments and how they are constructed, maintained and calibrated.

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|-----|-----|------------------|---|---|---|---|
| ELC | 210 | ROTATION DEVICES | 2 | 2 | 0 | 3 |
|-----|-----|------------------|---|---|---|---|

Prerequisites: ELC 102; PHY 102

Introduction to electrical machinery. Includes an analysis of AC and DC motor and generator principles, synchros and servomechanisms, and alternators and dynamos. Basic theory, operation, and maintenance of these devices and systems emphasized.

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|-----|------|-------------------------------------|---|---|----|---|
| ELC | 1110 | DIRECT CURRENT THEORY & PRACTICE | 5 | 0 | 12 | 9 |
|-----|------|-------------------------------------|---|---|----|---|

Prerequisites:

Study of the structure of matter and the electron theory; the relationship between voltage, current, and resistance in series, parallel, and series-parallel circuits. Includes an analysis of direct current circuits by Ohm's Law and sources of direct current potentials.

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|-----|------|--|---|---|----|---|
| ELC | 1111 | ALTERNATING CURRENT THEORY & PRACTICE | 5 | 0 | 12 | 9 |
|-----|------|--|---|---|----|---|

Prerequisites: ELC 1110

Study of the fundamental concepts of alternating current, including the generation of sine waves and other non-sinusoidal waveforms, reactance, impedance, power, resonance, and alternating current circuit analysis.

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|-----|------|------------------------------|---|---|----|---|
| ELC | 1112 | DIRECT & ALTERNATING CURRENT | 5 | 0 | 12 | 9 |
|-----|------|------------------------------|---|---|----|---|

Prerequisites:

| Class | Lab | Clin/ Shop | Credit Hours |
|-------|-----|---------------|-----------------|
|-------|-----|---------------|-----------------|

Study of the electrical structure of matter and electron theory, and the relationship between voltage, current, and resistance in series, parallel, and series-parallel, and series-parallel circuits. Includes an analysis of direct current circuits by Ohm's Law and Kirchoff's Law and a study of the sources of direct current voltage potentials; fundamental concepts of alternating current flow, reactance, impedance, phase angle, power, and resonance; and an analysis of alternating current circuits. ELC 1108 and 1109 are equivalent to ELC 1112.

| | | | | | | |
|-----|------|---|---|---|----|---|
| ELC | 1113 | ALTERNATING CURRENT AND DIRECT CURRENT MACHINES & CONTROLS | 5 | 0 | 12 | 9 |
|-----|------|---|---|---|----|---|

Prerequisites: ELC 1112

Study of the fundamental concepts in single and polyphase alternating current circuits, voltages, currents, power measurements, transformers, and motors. Instruction is given in the use of electrical test instruments in circuit analysis. Includes a study of the basic concepts of AC and DC machines and simple system controls and an introduction to the types of controls used in small appliances, including thermostats and timers or sequencing switches. ELC 1115 and 1116 are equivalent to ELC 1113.

ELECTRONICS

| | | | | | | |
|-----|-----|-----------------------------|---|---|---|---|
| ELN | 100 | INTRODUCTION TO ELECTRONICS | 3 | 2 | 0 | 4 |
|-----|-----|-----------------------------|---|---|---|---|

Prerequisites: Permission of instructor

Introduction to electronics principles and laboratory techniques. The care and proper use of laboratory equipment is emphasized. Techniques of recording and use of laboratory data are taught.

| | | | | | | |
|-----|-----|---------------------------------------|---|---|---|---|
| ELN | 101 | ELECTRONIC INSTRUMENTS & MEASUREMENTS | 1 | 4 | 0 | 3 |
|-----|-----|---------------------------------------|---|---|---|---|

Prerequisites: ELC 102

Study of basic electronic instruments and theories of operation, functions, tolerances, and calibration of both service and laboratory instruments. Laboratory experiences provide opportunities for application of each instrument studied.

| | | | | | | |
|-----|-----|-----------------|---|---|---|---|
| ELN | 105 | CONTROL DEVICES | 4 | 4 | 0 | 6 |
|-----|-----|-----------------|---|---|---|---|

Prerequisites: ELC 102

Study of the electrical characteristics of transistors. Emphasis on basic parameters and applications of each type of control device in the three terminal, two port system.

| | | | Class | Lab | Clin/ Shop | Credit Hours |
|-----|-----|-----------------------------|-------|-----|---------------|-----------------|
| ELN | 106 | CONTROL DEVICES: AUTOMOTIVE | 3 | 2 | 0 | 4 |

Prerequisites:

This course is a study of solid state electronic devices with emphasis on digital applications of these devices in automotive circuitry. Topics include diodes, triodes, transistors, transistor amplifiers and switches. Upon completion student should be able to apply the concepts studied to troubleshoot and analyze electronic problems in the automobile circuitry.

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|-----|-----|-------------|---|---|---|---|
| ELN | 107 | ELECTRONICS | 2 | 4 | 0 | 4 |
|-----|-----|-------------|---|---|---|---|

Prerequisites:

Upon completion of this course, students should be able to describe conventional current theory; solve series, parallel, and series-parallel circuit problems; use analog and digital meters to wire and troubleshoot electrical and electronic circuits; describe semi-conductors and electrical sensors as they are used in HVAC control systems; and read and interpret wiring diagrams.

| | | | | | | |
|-----|-----|------------------------|---|---|---|---|
| ELN | 114 | INDUSTRIAL ELECTRONICS | 3 | 0 | 3 | 4 |
|-----|-----|------------------------|---|---|---|---|

Prerequisites: ELC 104, 115 or instructor permission

Study of basic industrial electronic systems such as motor controls, alarm systems, environmental controls, load-management controllers, and the electronic controls used in production machinery. Emphasis will be placed on troubleshooting and repair of the systems found in manufacturing.

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|-----|-----|------------------|---|---|---|---|
| ELN | 118 | DIGITAL CONCEPTS | 2 | 0 | 3 | 3 |
|-----|-----|------------------|---|---|---|---|

Prerequisites: ELC 112

Introduces study of digital computer fundamentals, including binary numbers, logic circuits, arithmetic circuits, bistable circuits, registers, operations, microprocessing, programming, and memories.

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|-----|-----|--------------------------|---|---|---|---|
| ELN | 119 | PROGRAMMABLE CONTROLLERS | 1 | 0 | 3 | 2 |
|-----|-----|--------------------------|---|---|---|---|

Prerequisites: ELC 112

Basic study in programmable controllers, including programming, troubleshooting, and applications for motor control, alarm systems and environmental systems found in most industries.

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|-----|-----|--|---|---|---|---|
| ELN | 120 | INDUSTRIAL INSTRUMENTATION & CONTROLS | 3 | 0 | 6 | 5 |
|-----|-----|--|---|---|---|---|

Prerequisites: ELN 114

Study of instruments used for monitoring, measuring, and controlling of machines used in manufacturing processes. Emphasis will be on troubleshooting, calibration, tolerances, and repair of instruments.

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|-----|-----|----------------------|---|---|---|---|
| ELN | 201 | DIGITAL FUNDAMENTALS | 4 | 4 | 0 | 6 |
|-----|-----|----------------------|---|---|---|---|

Prerequisites: ELN 114

This course will provide an introduction to digital systems which includes topics from sequential and combinational logic. Areas of study include number systems, codes, Boolean Algebra, and logic families. Laboratory sessions stress circuit fabrication, extensive hands-on experience, use of basic digital test equipment and troubleshooting.

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|-----|-----|----------------------------|---|---|---|---|
| ELN | 205 | APPLICATION OF TRANSISTORS | 5 | 6 | 0 | 8 |
|-----|-----|----------------------------|---|---|---|---|

Prerequisites: ELN 105

Practical applications of transistors to basic audio amplifiers, power supplies, and oscillators.

| | | | | | | |
|-----|-----|--------------------------------|---|---|---|---|
| ELN | 210 | SEMICONDUCTOR CIRCUIT ANALYSIS | 5 | 4 | 0 | 7 |
|-----|-----|--------------------------------|---|---|---|---|

Prerequisites: ELN 205

Circuit analysis of solid state circuits. Includes theory of operation and circuitry associated with transistors, unijunction transistors, silicon controlled rectifiers, triacs, silicon controlled switches, and other solid state devices. Applications of each device studied.

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|-----|-----|------------------------|---|---|---|---|
| ELN | 211 | COMMUNICATION CIRCUITS | 4 | 4 | 0 | 6 |
|-----|-----|------------------------|---|---|---|---|

Prerequisites: ELN 205

Corequisites: ELN 215

Emphasizes the principles involved in the use of components and devices studied and provides for practice in testing the components and using them in simple relationships in circuits with other units.

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|-----|-----|-------------------------------|---|---|---|---|
| ELN | 214 | FUNDAMENTALS OF DIGITAL ELN I | 3 | 0 | 3 | 4 |
|-----|-----|-------------------------------|---|---|---|---|

Prerequisites: ELN 105; MAT 103

Study of wave shaping techniques, clipper and clamper circuits, multivibrators, gate circuits, and countercircuits. Includes binary, octal, hexadecimal, binary-coded decimal number systems as well as Boolean algebra and the reduction of circuit components by Boolean algebra and Karnaugh maps.

| | | | Class | Lab | Clin/ Shop | Credit Hours |
|-----|-----|--------------------------------|-------|-----|---------------|-----------------|
| ELN | 215 | FUNDAMENTALS OF DIGITAL ELN II | 3 | 0 | 3 | 4 |

Prerequisites: ELN 214

A study of digital circuits and systems and circuits concentrating on the circuits in microcomputer systems.

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|-----|-----|--------------------|---|---|---|---|
| ELN | 220 | ELECTRONIC SYSTEMS | 5 | 4 | 0 | 7 |
|-----|-----|--------------------|---|---|---|---|

Prerequisites: ELN 215

Block diagram course: includes investigations of numerous electronic systems, using modules or blocks of circuits already studied which have been arranged to produce complex electronic systems. The systems are explained and reduced to functions and then to block diagrams. AM, FM, and Single Sideband transmitters and receivers; multiplexing; TV transmitters and receivers; pulse-modulated systems; computers; telemetry; navigational systems; and sonar and radar considered.

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|-----|-----|---------------------------------|---|---|---|---|
| ELN | 231 | INTRODUCTION TO MICROPROCESSORS | 3 | 0 | 3 | 4 |
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Prerequisites: ELN 215

Introduces the student to the fundamentals and to the hardware and software of microprocessors and microcomputers as they are used to synthesize digital circuits for instrumentation and control.

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|-----|-----|---------------------------|---|---|---|---|
| ELN | 245 | ELECTRONIC DESIGN PROJECT | 0 | 4 | 0 | 2 |
|-----|-----|---------------------------|---|---|---|---|

Prerequisites: ELN 210, 215

Students are required to design and construct projects approved by the instructor. Includes selection of project and design, construction, and testing of the completed project. Projects may include AM and FM transmitters or receivers, amplifiers, test equipment, control devices, simple counters, lasers, or masers.

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|-----|------|------------------------------------|---|---|----|---|
| ELN | 1103 | INTRODUCTION TO ELECTRONIC DEVICES | 5 | 0 | 12 | 9 |
|-----|------|------------------------------------|---|---|----|---|

Prerequisites: ELC 1111

Introduction to vacuum tubes and semiconductors used to control direct and alternating current. Characteristics of diodes, triodes, tetrodes, pentodes, and transistors in power suppliers, voltage amplifiers, power amplifiers, and oscillators, and the advantages, disadvantages, and uses of each.

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|-----|------|------------------------|---|---|---|---|
| ELN | 1104 | CIRCUIT APPLICATIONS I | 4 | 0 | 9 | 7 |
|-----|------|------------------------|---|---|---|---|

Prerequisites: ELN 1103

Study of vacuum tubes and semiconductor devices with characteristic curves and manufacturers; data used to determine how and why a circuit configuration behaves in a predetermined manner. The applications and uses of the different configurations and simple design characteristics of each are included.

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|-----|------|-------------------------|---|---|---|---|
| ELN | 1105 | CIRCUIT APPLICATIONS II | 4 | 0 | 9 | 7 |
|-----|------|-------------------------|---|---|---|---|

Prerequisites: ELN 1104

Study of electronic components and circuits used in industrial applications. Included is a study of sensory devices and detectors, the associated circuitry and indicating devices, relays, switching and monitoring circuits, and other devices applicable to the field of industrial electronics.

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|-----|------|--------------------|---|---|---|---|
| ELN | 1108 | DIGITAL CONCEPTS I | 3 | 0 | 3 | 4 |
|-----|------|--------------------|---|---|---|---|

Prerequisites: ELN 1103

Introduces study of digital computer fundamentals including binary numbers, logic circuits, arithmetic circuits, bistable circuits, registers, and memories.

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|-----|------|---|---|---|---|---|
| ELN | 1109 | MAINTENANCE & ANALYSIS OF ELECTRONIC SYSTEMS | 4 | 0 | 9 | 7 |
|-----|------|---|---|---|---|---|

Prerequisites: ELN 1105

Study in the analysis and maintenance of electronic systems. Included are component troubles and their effects on circuit behavior as related to electronic systems used in private entertainment and to equipment used in business and industrial applications.

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|-----|------|---------------------|---|---|---|---|
| ELN | 1110 | DIGITAL CONCEPTS II | 3 | 0 | 3 | 4 |
|-----|------|---------------------|---|---|---|---|

Prerequisites: ELN 1108

Continues study of digital computer fundamentals including circuits, operations, microprocessing, and programming.

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|-----|------|----------------------------|---|---|---|---|
| ELN | 1111 | ELECTRONIC TROUBLESHOOTING | 3 | 0 | 0 | 3 |
|-----|------|----------------------------|---|---|---|---|

Prerequisites: ELN 1103

Study of electronic troubleshooting methods and procedures for radio, high fidelity stereo, tape recorders, television, cameras and video tape recorders, CB and mobile radio, electronic organs, and digital circuits. Included is the use of electronic instruments, test equipment, tools and auxiliary items.

| | | | Class | Lab | Clin/ Shop | Credit Hours |
|-----|------|--------------------------|-------|-----|---------------|-----------------|
| ELN | 1125 | RADIO RECEIVER SERVICING | 5 | 0 | 0 | 5 |

Prerequisites: ELC 1111

Study of the principles of radio reception and practices of servicing. Included are block diagram and schematics of radio receivers, servicing techniques of AM and FM receivers by resistive measurements, signal injection and signal tracing, voltage analysis, and methods of locating faulty stages and components.

| | | | | | | |
|-----|------|---|----|---|----|----|
| ELN | 1127 | TELEVISION RECEIVER CIRCUITS AND SERVICING | 10 | 0 | 18 | 16 |
|-----|------|---|----|---|----|----|

Prerequisites: ELN 1103, 1125

Study of the principles of television reception and practices of servicing. Included are block diagrams and schematics of monochrome and color television receivers, servicing techniques by resistive measurements, voltage and image analysis, and methods of locating and repairing defective components.

ENGLISH

| | | | | | | |
|-----|-----|-------------------------------|---|---|---|---|
| ENG | 086 | INTRODUCTION TO BASIC ENGLISH | 5 | 0 | 0 | 5 |
|-----|-----|-------------------------------|---|---|---|---|

Prerequisites: Appropriate placement score

Individualized whole language approach to develop basic reading, writing, and speaking skills.

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|-----|-----|-----------------|---|---|---|---|
| ENG | 087 | BASIC ENGLISH I | 5 | 0 | 0 | 5 |
|-----|-----|-----------------|---|---|---|---|

Prerequisites: Appropriate placement score

A whole language course designed to develop students' proficiency in reading, writing, speaking, and critical thinking. Emphasis will be placed on writing grammatically correct, well-organized paragraphs and on mastering basic reading competencies through a variety of texts.

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|-----|-----|------------------|---|---|---|---|
| ENG | 088 | BASIC ENGLISH II | 5 | 0 | 0 | 5 |
|-----|-----|------------------|---|---|---|---|

Prerequisites: ENG 087 or appropriate placement score

A whole language course designed to develop students' proficiency in reading, writing, speaking, and critical thinking. Emphasis will be placed on using critical and analytical reading skills to respond to reading selections from a variety of texts and on using the

| | | | | Class | Lab | Clin/ Shop | Credit Hours |
|--|------|-----------------------------------|--|--------------|------------|-----------------------|-------------------------|
| writing process to compose grammatically correct paragraphs and essays. | | | | | | | |
| ENG | 089 | BASIC ENGLISH III | | 5 | 0 | 0 | 5 |
| Prerequisites: ENG 088 or appropriate placement score | | | | | | | |
| A whole language course designed to develop students' proficiency in reading, writing, speaking, and critical thinking. Emphasis will be placed on advanced reading skills and on content area reading. Students will write essays of varying lengths using evaluation, analysis, and synthesis. | | | | | | | |
| ENG | 101 | GRAMMAR & COMPOSTION I | | 3 | 0 | 0 | 3 |
| Prerequisites: ENG 089, or equivalent placement scores | | | | | | | |
| Designed to improve self expression by applying the basic principles of English grammar to written communication. | | | | | | | |
| ENG | 101A | GRAMMAR AND COMPOSITION I LAB | | 0 | 2 | 0 | 1 |
| Prerequisites: Instructor referral or specified placement score | | | | | | | |
| Individualized course designed to improve the student's skills in specific areas of grammar. | | | | | | | |
| ENG | 102 | GRAMMAR & COMPOSITION II | | 3 | 0 | 0 | 3 |
| Prerequisites: ENG 101 | | | | | | | |
| Designed to aid the student in the improvement of self expression in composition. Emphasis is on the sentence, paragraph, and whole composition. | | | | | | | |
| ENG | 102A | GRAMMAR AND COMPOSITION II LAB | | 0 | 2 | 0 | 1 |
| Prerequisites: "C" or lower in ENG 101, instructor referral, or specified placement score | | | | | | | |
| Individualized course designed to improve the student's writing skills. | | | | | | | |
| ENG | 103 | REPORT WRITING | | 3 | 0 | 0 | 3 |
| Prerequisites: ENG 102 and at least two quarters of curriculum work | | | | | | | |
| Designed to instruct students in writing for business and industry and tailored to individual curriculums when possible. Emphasis is on memos, various types of short reports, graphic communications, proofreading and editing, and the formal report. | | | | | | | |

| | | | Class | Lab | Clin/ Shop | Credit Hours |
|-----|-----|---------------|-------|-----|---------------|-----------------|
| ENG | 161 | COMPOSITION I | 5 | 0 | 0 | 5 |

Prerequisites: ENG 089 or equivalent placement scores

Corequisites: LIB 151

Covers the essential skills of standard written English and the application of those skills in expository and analytical writing. Emphasis on critical reading and writing across the curriculum. Essays of varying length on subjects drawn from readings in text.

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|-----|-----|----------------|---|---|---|---|
| ENG | 162 | COMPOSITION II | 5 | 0 | 0 | 5 |
|-----|-----|----------------|---|---|---|---|

Prerequisites: ENG 161

Designed to instruct students in the critical analysis of human experience. Techniques of library research and the writing of research papers. Subjects for writing assignments drawn from selected readings to include poetry, short fiction, drama and the novel.

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|-----|-----|-----------------------------------|---|---|---|---|
| ENG | 163 | PROFESSIONAL AND ACADEMIC WRITING | 5 | 0 | 0 | 5 |
|-----|-----|-----------------------------------|---|---|---|---|

Prerequisites: ENG 161

Designed to instruct students in the critical analysis of human experience through reading, library research, and research writing. Includes analytical and argumentative writing. Has topics relating to business, science, and technology. Emphasis on realistic, contemporary issues. Prepares students to use critical thinking skills and effective communication to work toward resolutions of problems.

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|-----|-----|---------------------|---|---|---|---|
| ENG | 204 | ORAL COMMUNICATIONS | 3 | 0 | 0 | 3 |
|-----|-----|---------------------|---|---|---|---|

Prerequisites:

Introduction to interpersonal communication to enable the student to communicate with others effectively. Focuses on the nature of the communication process, including self perception, group interaction, and language as a symbolic process.

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|-----|-----|-----------------------|---|---|---|---|
| ENG | 217 | CHILDREN'S LITERATURE | 3 | 0 | 0 | 3 |
|-----|-----|-----------------------|---|---|---|---|

Prerequisites:

Designed to familiarize students with the well-known authors and illustrators of children's literature and to introduce them to the best quality books for young people. Emphasis is on the use of these materials with the children to obtain maximum pleasure and learning.

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|-----|-----|----------------------|---|---|---|---|
| ENG | 251 | BRITISH LITERATURE I | 3 | 0 | 0 | 3 |
|-----|-----|----------------------|---|---|---|---|

Prerequisites: ENG 161 and ENG 162, or permission of instructor

Study of British literature from Beowulf to the Romantic Period.

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|-----|-----|-----------------------|---|---|---|---|
| ENG | 252 | BRITISH LITERATURE II | 3 | 0 | 0 | 3 |
|-----|-----|-----------------------|---|---|---|---|

Prerequisites: ENG 161 and ENG 162, or permission of instructor

Continuation of ENG 251; study of British literature from the Romantic Period to the present.

| | | | | | | |
|-----|-----|-----------------------|---|---|---|---|
| ENG | 261 | AMERICAN LITERATURE I | 3 | 0 | 0 | 3 |
|-----|-----|-----------------------|---|---|---|---|

Prerequisites: ENG 161 and ENG 162, or permission of instructor

Major works of American literature from the colonial period through World War I.

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|-----|-----|------------------------|---|---|---|---|
| ENG | 262 | AMERICAN LITERATURE II | 3 | 0 | 0 | 3 |
|-----|-----|------------------------|---|---|---|---|

Prerequisites: ENG 161 and ENG 162 or permission of instructor

Continuation of ENG 261; major works of American literature from World War I to the present.

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|-----|-----|--|---|---|---|---|
| ENG | 275 | ADVANCED BUSINESS & TECHNICAL WRITING | 3 | 0 | 0 | 3 |
|-----|-----|--|---|---|---|---|

Prerequisites: ENG 103; BUS 206 and at least four quarters in curriculum work.

Designed to instruct students in types of writing frequently required in business and industry. Tailored to individual career goals and curriculums whenever possible. Emphasis on management and supervisory functions of communication. Prepares students to use critical thinking skills and effective communication to work toward resolutions of typical business problems and to create a positive business environment.

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|-----|------|-----------------------|---|---|---|---|
| ENG | 1102 | COMMUNICATIONS SKILLS | 3 | 0 | 0 | 3 |
|-----|------|-----------------------|---|---|---|---|

Prerequisites: RED 1101 or equivalent placement score

Designed to improve students' communication skills in specific work situations. Learning experiences include completing job applications, job interviews, letter writing, telephone communications, technical vocabulary, and customer communications.

GEOGRAPHY

| | | | | | | |
|-----|-----|---------------------------|---|---|---|---|
| GEO | 151 | INTRODUCTION TO GEOGRAPHY | 5 | 0 | 0 | 5 |
|-----|-----|---------------------------|---|---|---|---|

Prerequisites: Specified score on Reading Skills test or ENG 089 or OSC 101

Major physical and cultural elements of the environment and their influence on human activity.

GERONTOLOGY

| | | | | | | |
|-----|-----|-----------------------|---|---|---|---|
| GRO | 202 | GERIATRIC PROGRAMMING | 3 | 2 | 3 | 5 |
|-----|-----|-----------------------|---|---|---|---|

Prerequisites: OTA 205, 206

Concepts of the aging process, retirement, physical, emotional, and social adjustments to aging will be presented. Students study techniques of geriatric therapy programs for individuals and groups. Emphasis is on maintaining independence, activities of daily living, life review and productivity. An assistant level therapist's role in activity programming is stressed. Community programs are examined.

HEALTH

| | | | | | | |
|-----|-----|-------------------------------|---|---|---|---|
| HEA | 151 | PERSONAL AND COMMUNITY HEALTH | 3 | 0 | 0 | 3 |
|-----|-----|-------------------------------|---|---|---|---|

Prerequisites:

Investigation of mental, social, and physical health problems related to man's internal and external environment in technological and leisure oriented societies. The objective is efficient and effective performance in daily living through maintenance of optimal personal and community health.

HISTORY

| | | | | | | |
|-----|-----|--------------------|---|---|---|---|
| HIS | 151 | AMERICAN HISTORY I | 5 | 0 | 0 | 5 |
|-----|-----|--------------------|---|---|---|---|

Prerequisites: Specified score on Reading Skills test or ENG 089 or OSC 101

History of the United States from its beginning to the end of Reconstruction.

| | | | Class | Lab | Clin/ Shop | Credit Hours |
|-----|-----|---------------------|-------|-----|---------------|-----------------|
| HIS | 152 | AMERICAN HISTORY II | 5 | 0 | 0 | 5 |

Prerequisites: Specified score on Reading Skills test or ENG 089 or OSC 101

History of the United States from Reconstruction to the present.

| | | | | | | |
|-----|-----|-----------------------|---|---|---|---|
| HIS | 160 | WORLD HISTORY TO 1500 | 5 | 0 | 0 | 5 |
|-----|-----|-----------------------|---|---|---|---|

Prerequisites: Specified score on Reading Skills test or ENG 089 or OSC 101

Development of civilization from prehistory to the Reformation.

| | | | | | | |
|-----|-----|--------------------------|---|---|---|---|
| HIS | 161 | WORLD HISTORY SINCE 1500 | 5 | 0 | 0 | 5 |
|-----|-----|--------------------------|---|---|---|---|

Prerequisites: Specified score on Reading Skills test or ENG 089 or OSC 101

World civilizations from the Renaissance to the present.

| | | | | | | |
|-----|-----|-----------------|---|---|---|---|
| HIS | 170 | CURRENT HISTORY | 3 | 0 | 0 | 3 |
|-----|-----|-----------------|---|---|---|---|

Prerequisites:

Designed for students at all levels (vocational, technical, college transfer), this course examines history as it is being made. Students will study current (and/or recent) political systems and understand their political philosophies. This knowledge will be used to understand and analyze at least three major current events affecting world news during the quarter taught.

HUMAN SERVICES

| | | | | | | |
|-----|-----|-------------------|---|---|---|---|
| HSE | 102 | ORIENTATION LAB I | 0 | 2 | 0 | 1 |
|-----|-----|-------------------|---|---|---|---|

Prerequisites:

Designed to promote professional, program, and personal identification and development. Emphasizing verbal and nonverbal interaction in interpersonal communication. Strongly recommended for all first-year Human Services Technology students.

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|-----|-----|----------------------|---|---|---|---|
| HSE | 108 | CHANGE AGENTRY LAB I | 0 | 0 | 3 | 1 |
|-----|-----|----------------------|---|---|---|---|

Prerequisites: HSE 112 or 113 or 216 or permission of instructor

A four-day human relations training lab in a retreat setting off campus. Lab staffed by qualified trainers. Students are offered practice in the interpersonal and group skills they have learned in courses in group processes.

Prerequisites:

Prerequisites: Permission of instructor

Prerequisites: Permission of instructor

Prerequisites: HSE 112 or permission of instructor

Prerequisites: HSE 112P or permission of instructor

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| | | | Class | Lab | Clin/ Shop | Credit Hours |
|-----|-----|---------------------------|-------|-----|---------------|-----------------|
| HSE | 114 | INTERVIEWING & COUNSELING | 3 | 2 | 0 | 4 |

Prerequisites: ENG 101, 102 and at least two quarters of curriculum work or permission of instructor

Corequisites: ENG 103

Study of purpose, structure, focus, and techniques employed in effective interviewing. Laboratory experiences providing opportunities for observation, practice, recording, and summarizing personal histories under faculty supervision. Importance of interview as client's initial encounter with system is stressed; interviewing to meet need of client rather than of system.

| | | | | | | |
|-----|-----|------------------|---|---|----|----|
| HSE | 115 | FIELD EXPERIENCE | 2 | 0 | 30 | 12 |
|-----|-----|------------------|---|---|----|----|

Prerequisites: Satisfactory completion of one practicum and HSE 114 or permission of instructor

Work in a human services agency, institution, or program under the supervision of college personnel. Students have an opportunity to apply and practice what has been learned in the program while learning from the professionals in the field.

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|-----|-----|------------------------------|---|---|---|---|
| HSE | 120 | ACTIVITIES IN HUMAN SERVICES | 2 | 2 | 0 | 3 |
|-----|-----|------------------------------|---|---|---|---|

Prerequisites:

Overview of the types of activities (occupational, recreational, play, music, drama, nonverbal) utilized as therapeutic techniques with particular emphasis on the purpose of each: ways of creating and holding interest in the activity; and the role of the Human Services Associate in assisting patients to participate.

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|-----|-------------|---------------------------|---|---|---|---|
| HSE | 131- 133 | READING IN HUMAN SERVICES | 0 | 2 | 0 | 1 |
|-----|-------------|---------------------------|---|---|---|---|

Prerequisites:

Designed for students who wish to specialize or expand their knowledge in certain areas of human services. Under the supervision of human services faculty members, students study materials relative to concepts in human services and write critical analyses. Time for independent study allotted, and individual conferences with the supervising instructor arranged.

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|-----|-----|--------------------|---|---|---|---|
| HSE | 202 | ORIENTATION LAB II | 0 | 2 | 0 | 1 |
|-----|-----|--------------------|---|---|---|---|

Prerequisites:

Continuation lab of HSE 102 for Human Services Technology students to enhance professional and personal development. Emphasis placed on verbal and nonverbal techniques to facilitate interpersonal communication. Strongly recommended for second-year Human Services Technology students.

| | | | Class | Lab | Clin/ Shop | Credit Hours |
|-----|-----|----------------------|-------|-----|---------------|-----------------|
| HSE | 210 | CHANGE AGENCY LAB II | 0 | 0 | 3 | 1 |

Prerequisites: HSE 112, or 113, or 216 or permission of instructor

A four-day human relations training lab which occurs in a retreat setting off-campus. The lab is staffed by qualified group leaders and the students are afforded an experience to practice the interpersonal and group skills they have learned in HSE 216.

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|-----|------|---------------|---|---|---|---|
| HSE | 210P | PRACTICUM III | 1 | 0 | 6 | 3 |
|-----|------|---------------|---|---|---|---|

Prerequisites: Permission of instructor

Students placed six hours per week in an agency to obtain job experience related to course work. Supervised by qualified agency personnel.

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|-----|-----|------------------------|---|---|---|---|
| HSE | 215 | HUMAN SERVICES SEMINAR | 3 | 0 | 0 | 3 |
|-----|-----|------------------------|---|---|---|---|

Prerequisites: Permission of instructor

In-depth review of current issues and trends within the field of mental health. Students expected to demonstrate the knowledge and experience gained in previous study and training in group conferences and oral reports.

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|-----|-----|---------------------|---|---|---|---|
| HSE | 216 | GROUP PROCESSES III | 1 | 0 | 3 | 2 |
|-----|-----|---------------------|---|---|---|---|

Prerequisites: HSE 112 or HSE 113 or permission of instructor.

Final formal group experience. Attention given to the development of the students' abilities to communicate with others as well as to facilitate communication between others.

| | | | | | | |
|-----|-----|-------------------------|---|---|---|---|
| HSE | 227 | THERAPEUTIC COMMUNITIES | 1 | 2 | 0 | 2 |
|-----|-----|-------------------------|---|---|---|---|

Prerequisites:

This course is designed to understand the process behind establishing a therapeutic community and to participate in the creation of therapeutic community. Target populations will be identified, i.e. homeless, family violence, drug treatment, mentally ill, adolescents, and mentally retarded; characteristics identified and management techniques will be developed.

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|-----|---------|----------------------------|---|---|---|---|
| HSE | 231-233 | RESEARCH IN HUMAN SERVICES | 0 | 2 | 0 | 1 |
|-----|---------|----------------------------|---|---|---|---|

Prerequisites:

| Class | Lab | Clin/ Shop | Credit Hours |
|-------|-----|---------------|-----------------|
|-------|-----|---------------|-----------------|

HUMANITIES

Prerequisites: ENG 088 or specified score on placement test

| | | | | | | |
|-----|-----|---------------------|---|---|---|---|
| HUM | 280 | CULTURAL INFLUENCES | 5 | 0 | 0 | 5 |
|-----|-----|---------------------|---|---|---|---|

A survey course designed to acquaint students with the major cultural influences on western thought.

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|-----|-----|---------------------------------------|---|---|---|---|
| HYD | 140 | HYDRAULIC & PNEUMATIC FUNDAMENTALS | 3 | 2 | 0 | 4 |
|-----|-----|---------------------------------------|---|---|---|---|

This course is designed to give the student a general knowledge of the basic components of hydraulic and pneumatic systems, as well as a general understanding of the basic laws and formulas used in simple hydraulic and pneumatic calculations. Topics include the use of standard symbols, pumps, control valves, control assemblies, actuators, and the basic maintenance procedures.

Prerequisites:

| | | | Class | Lab | Clin/ Shop | Credit Hours |
|-----|------|------------|-------|-----|---------------|-----------------|
| HYD | 1136 | HYDRAULICS | 2 | 0 | 6 | 4 |

Prerequisites:

Fundamental hydraulics and its use to transmit power. Study of components and their function and pumps, lines, cylinders, valves, gauges, and controls. Also includes systems servicing, test points, testing, and adjusting; proper care, use, installation, and storage of test equipment, and minor repairs, assembly removal, and replacement.

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|-----|------|---------------------------------------|---|---|---|---|
| HYD | 1140 | HYDRAULIC & PNEUMATIC FUNDAMENTALS | 3 | 0 | 3 | 4 |
|-----|------|---------------------------------------|---|---|---|---|

Prerequisites:

Basic theories and uses of hydraulic and pneumatic systems and also the combination of systems. Basic designs and functions of circuits and motors, controls, electrohydraulic servo-mechanisms, filtration, accumulators, and reservoirs. Installation and maintenance of the components will be made by the students.

INDUSTRIAL SCIENCE

| | | | | | | |
|-----|-----|-------------------|---|---|---|---|
| ISC | 102 | INDUSTRIAL SAFETY | 3 | 0 | 0 | 3 |
|-----|-----|-------------------|---|---|---|---|

Prerequisites:

Deals with the many elements of an industry-wide safety program. Provides an in-depth treatment of job safety analysis, plant inspection, plant arrangement, housekeeping, and the maintenance and handling of materials. Special emphasis given to compliance with the new Occupational Safety and Health Act, and to paperwork procedures and processes.

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|-----|-------------|--------------------------------------|---|---|---|---|
| ISC | 110- 130 | READINGS IN INDUSTRIAL MANAGEMENT | 1 | 0 | 0 | 1 |
|-----|-------------|--------------------------------------|---|---|---|---|

Prerequisites:

Designed for students who wish to specialize or expand their knowledge in industrial management under the supervision of the Industrial Management faculty. Structured to enable study of materials related to concepts in industrial management.

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|-----|-----|---|---|---|---|---|
| ISC | 201 | INDUSTRIAL ORGANIZATION & MANAGEMENT | 3 | 0 | 0 | 3 |
|-----|-----|---|---|---|---|---|

Prerequisites:

Organizational structure for industrial management including operational and financial activities. Includes accounting; budgeting; credit and industrial risks; forecasting and markets; selection and layout of physical facilities; and selection, training, and supervision of personnel as found in typical industrial organizations.

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|-----|-----|-----------------|---|---|---|---|
| ISC | 202 | QUALITY CONTROL | 3 | 0 | 0 | 3 |
|-----|-----|-----------------|---|---|---|---|

Prerequisites: MAT 101

Provides an overview of quality control activity and its scope throughout the entire business system of a company. Among the topics discussed are the elements of quality control work, the organization required to get the work accomplished, methods of measuring the effectiveness of the function, and the integration of the various quality-related activities of the organization into a quality system.

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|-----|-----|----------------|---|---|---|---|
| ISC | 203 | MOTION ECONOMY | 3 | 0 | 0 | 3 |
|-----|-----|----------------|---|---|---|---|

Prerequisites:

Provides a systematic, practical, and logical treatment of motion and time study as utilized in today's business and industrial enterprises. Covers direct and indirect work and office activities and looks at the broad range of work measurement techniques. Recently developed concepts and techniques are evaluated.

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|-----|-----|----------------|---|---|---|---|
| ISC | 204 | VALUE ANALYSIS | 3 | 0 | 0 | 3 |
|-----|-----|----------------|---|---|---|---|

Prerequisites:

Common sense approach to cost reduction. Provides students with an opportunity to review in depth the concepts and techniques of value analysis and engineering. Emphasis is placed upon identifying and removing unnecessary production costs.

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|-----|-----|--------------|---|---|---|---|
| ISC | 209 | PLANT LAYOUT | 4 | 0 | 0 | 4 |
|-----|-----|--------------|---|---|---|---|

Prerequisites:

Provides a practical study of factory planning with emphasis on the most efficient arrangement of work areas to achieve lower manufacturing costs. Sample layouts for small and medium size industries and the effective use of personnel, money, machinery, and materials are included.

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|-----|-----|---------------------|---|---|---|---|
| ISC | 213 | PRODUCTION PLANNING | 4 | 0 | 0 | 4 |
|-----|-----|---------------------|---|---|---|---|

Prerequisites:

Introduces the production function of the business or industry in its daily manufacturing process. Functions reviewed are forecasting, product planning and control, scheduling, dispatching, and routing. Case histories are discussed in the classroom and courses of corrective action are developed. Actual layouts are utilized for planning and control.

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|-----|-----|-------------------------|---|---|---|---|
| ISC | 231 | MANUFACTURING PROCESSES | 5 | 0 | 0 | 5 |
|-----|-----|-------------------------|---|---|---|---|

Prerequisites:

Provides a basic understanding of industrial materials, machines, and processes utilized in today's manufacturing and assembling plants. Reviews the rapid development of new materials, mechanization and automation, and the complex process of manufacturing.

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|-----|-----|-----------------|---|---|---|---|
| ISC | 232 | LABOR RELATIONS | 4 | 0 | 0 | 4 |
|-----|-----|-----------------|---|---|---|---|

Prerequisites:

Covers the history of the labor movement in the United States with its structural and legal framework, and examines the negotiation, administration, and major contents of the labor contract itself. Special studies of arbitration cases which illustrate the theories in realistic terms are provided.

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|-----|------|-------------------|---|---|---|---|
| ISC | 1101 | INDUSTRIAL SAFETY | 3 | 0 | 0 | 3 |
|-----|------|-------------------|---|---|---|---|

Prerequisites:

A study of the development of industrial safety: accident occurrence and prevention; analysis of accident causes and costs, basic factors of accident control, safety education and training, accident reporting and records, employer and employee responsibility, safety organizations, first aid, mechanical safeguards, personal protective equipment use, materials handling, fire prevention and fire protection; safety codes, and accident statistics.

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|-----|------|--|---|---|---|---|
| ISC | 1105 | STATISTICAL PROCESS CONTROL PRINCIPLES | 3 | 0 | 0 | 3 |
|-----|------|--|---|---|---|---|

Prerequisites: MEC 1104

Introduces the principles of quality management along with the application of statistical process control procedures in a manufacturing environment.

LEGAL EDUCATION

| | | | | | | |
|-----|-----|------------------------------|---|---|---|---|
| LEX | 101 | INTRODUCTION TO PARALEGALISM | 3 | 0 | 0 | 3 |
|-----|-----|------------------------------|---|---|---|---|

Prerequisites:

The purpose of this course is to introduce the student to the profession of paralegalism by studying the outline of the curriculum and the objectives of the course with special emphasis on professional ethics, legal vocabulary, professional licensing, certification and professional organizations. The course requires one hour per week be spent observing court.

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|-----|-----|---------------|---|---|---|---|
| LEX | 102 | LEGAL WRITING | 3 | 0 | 0 | 3 |
|-----|-----|---------------|---|---|---|---|

Prerequisites:

Corequisites: LEX 103

Instruction in the techniques necessary for the drafting of each type of legal document of advocacy, including the Office Of Memorandum of Law, the Trial Brief, and the Appellate Brief.

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|-----|-----|------------------|---|---|---|---|
| LEX | 103 | LEGAL RESEARCH I | 1 | 2 | 0 | 2 |
|-----|-----|------------------|---|---|---|---|

Prerequisites:

Methods of legal research; proper citation of authority; acquaintance with legal treaties, texts, and reports; Shepardizing cases.

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|-----|-----|--------------|---|---|---|---|
| LEX | 115 | CRIMINAL LAW | 3 | 0 | 0 | 3 |
|-----|-----|--------------|---|---|---|---|

Prerequisites: CJC 125

The study of the Criminal Common Law and its application to current N.C. Statutory Law. Emphasis will be placed on the understanding of the necessity to obtain and reflect the basic elements of crimes against the person and offenses against property.

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|-----|-----|--------------|---|---|---|---|
| LEX | 125 | JUVENILE LAW | 3 | 0 | 0 | 3 |
|-----|-----|--------------|---|---|---|---|

Prerequisites:

This is a course in juvenile law with emphasis on the applicability of the law as it applies to the arrest, confinement and rehabilitation of the juvenile along with responsibilities and constraints of the authorities and the State of North Carolina in applying the law on every level while dealing with the juvenile in North Carolina.

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|-----|-----|---------|---|---|---|---|
| LEX | 204 | WESTLAW | 0 | 2 | 0 | 1 |
|-----|-----|---------|---|---|---|---|

Prerequisites:

| | | | Class | Lab | Clin/ Shop | Credit Hours |
|---|--|--|-------|-----|---------------|-----------------|
| To teach the basic skills of using Westlaw computerized research. | | | | | | |

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|-----|-----|-----------------------|---|---|---|---|
| LEX | 205 | BUSINESS ORGANIZATION | 3 | 0 | 0 | 3 |
|-----|-----|-----------------------|---|---|---|---|

Prerequisites: BUS 167

This course introduces the student to legal considerations relevant to the creation, organization, operation, and termination of the proprietary, partnership, and corporate forms of business enterprise; coverage of management's powers, duties and liabilities under each respective organization.

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|-----|-----|-------------------|---|---|---|---|
| LEX | 206 | LEGAL RESEARCH II | 1 | 2 | 0 | 2 |
|-----|-----|-------------------|---|---|---|---|

Prerequisites: LEX 103

Continuation of LEX 103 LEGAL RESEARCH I.

| | | | | | | |
|-----|-----|---------------|---|---|---|---|
| LEX | 208 | INVESTIGATION | 3 | 2 | 0 | 4 |
|-----|-----|---------------|---|---|---|---|

Prerequisites: Admission and permission of instructor/coordinator

This course introduces the student to the fundamentals of investigation as they apply to formal/official criminal investigation presented by law enforcement in the criminal justice area, as well as non-criminal regulatory investigation in public settings, and those investigative processes involving civil litigation in personal injury/loss cases and how all of these investigative processes often inter-relate. The student will be introduced to the methods and techniques, sources and assets for obtaining information, requirements for proof substantiation and case preparation and presentation in these various investigative processes.

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|-----|-----|--|---|---|---|---|
| LEX | 210 | REAL PROPERTY & TITLE ABSTRACTING I | 2 | 2 | 0 | 3 |
|-----|-----|--|---|---|---|---|

Prerequisites:

Examination of the applicable statutory and common law principles including the form and adequate execution of documents; the functions of judgments and estates in the determination of whether a title to real estate is marketable; the study and function of various documents, indices and files on public records in various county offices. Forms of abstracting title information from public records and summaries thereof included. Various typical problems and errors which may render a title unmarketable included.

| | | | | | | |
|-----|-----|---|---|---|---|---|
| LEX | 211 | REAL PROPERTY & TITLE ABSTRACTING II | 2 | 2 | 0 | 3 |
|-----|-----|---|---|---|---|---|

Prerequisites: LEX 210

| | | | | Class | Lab | Clin/ Shop | Credit Hours |
|---|-----|--------------------------------------|--|-------|-----|---------------|-----------------|
| Continuation of LEX 210. | | | | | | | |
| LEX | 212 | REAL ESTATE TRANSACTIONS | | 2 | 2 | 0 | 3 |
| Prerequisites: LEX 211 | | | | | | | |
| Includes the study of the preparation of simple contracts for sale of real estate, ordering title search, examining title searches and preparing simple titles, ordering title insurance, preparation of settlement sheet and holding closing informing purchasers of needed documents and funds, disbursement of fund and recording documents, and preparation of certificate of title for lawyer's signature. Also covers the drafting of mortgages documents, and deeds of trust, the closing procedures of these land financing transactions, and foreclosure upon default. | | | | | | | |
| LEX | 215 | ADMINISTRATIVE & GOVERNMENTAL LAW | | 4 | 0 | 0 | 4 |
| Prerequisites: BUS 167 | | | | | | | |
| This course involves a study of the scope and authority of administrative agencies of the Federal and State governments and will cover the role of the paralegal in working for such agencies. Since paralegals may practice before certain administrative agencies and work without attorney supervision in some cases, special emphasis will be placed upon the procedure and preparation for such practice, including beyond the agencies. | | | | | | | |
| LEX | 218 | BANKRUPTCY & COLLECTIONS | | 4 | 0 | 0 | 4 |
| Prerequisites: ACC 151 | | | | | | | |
| A study of the current laws and procedures governing bankruptcy (voluntary and involuntary) with attention to creditor's rights and to trustee's duties and powers. Chapters VII and XII, bankruptcies will be discussed and all appropriate forms completed. A study of North Carolina Pre and Post Judgement procedures and supplemental proceedings to collect debts. | | | | | | | |
| LEX | 220 | FAMILY LAW | | 3 | 0 | 0 | 3 |
| Prerequisites: | | | | | | | |
| Study of the rights and obligations of the marriage contract; divorce; annulment; separation by court order and by consent; defenses to divorce; child custody; adoption, name change, and bastardy proceedings; alimony, child support, Aid to Dependent Children, and welfare; and North Carolina Juvenile Law. | | | | | | | |
| LEX | 224 | TORTS | | 3 | 0 | 0 | 3 |
| Prerequisites: | | | | | | | |

| | | | Class | Lab | Clin/ Shop | Credit Hours |
|---|--|--|--------------|------------|-----------------------|-------------------------|
| Study of the principles behind personal injury settlements and litigation with an emphasis on North Carolina law. | | | | | | |

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|-----|-----|-----------------------|---|---|---|---|
| LEX | 232 | ESTATE ADMINISTRATION | 4 | 2 | 0 | 5 |
|-----|-----|-----------------------|---|---|---|---|

Prerequisites:

In this course, the student will be instructed in the drawing of a will, making arrangements with the probate office for a probate of will, or issuance of Letters of Administration, ninety day inventory, marshalling of assets, payment of debts of Estate, preparation of interim and final accounting, administration of small estates, distribution of assets to heirs, filing and preparation of Federal and State Inheritance Tax Returns.

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|-----|-----|--------------------|---|---|---|---|
| LEX | 240 | CIVIL LITIGATION I | 5 | 0 | 0 | 5 |
|-----|-----|--------------------|---|---|---|---|

Prerequisites: LEX 224

This course is a study of the state and federal rules of civil procedure governing actions in state and federal courts in civil cases.

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|-----|-----|---------------------|---|---|---|---|
| LEX | 241 | CIVIL LITIGATION II | 3 | 0 | 0 | 3 |
|-----|-----|---------------------|---|---|---|---|

Prerequisites: LEX 240

This course is a study of the objectives of civil litigation, the paralegal role in handling civil cases. Students will receive instruction on the drafting and use of pleadings and documents used in civil litigation.

LIBRARY SCIENCE

| | | | | | | |
|-----|-----|-------------------------|---|---|---|---|
| LIB | 151 | LIBRARY RESEARCH SKILLS | 2 | 0 | 0 | 2 |
|-----|-----|-------------------------|---|---|---|---|

Prerequisites: ENG 088

Corequisites: ENG 161

Library and its resources, usually taken concurrently with ENG 161.

MASONRY

| | | | | | | |
|-----|------|---------------|---|---|----|----|
| MAS | 1101 | BRICKLAYING I | 5 | 0 | 15 | 10 |
|-----|------|---------------|---|---|----|----|

Prerequisites:

Covers the history of the bricklaying industry, and clay and shell brick, mortar, laying foundations, laying bricks in a line, bonding, and tools and their uses. Laboratory work provides training in the basic manipulative skills.

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|-----|------|----------------|---|---|----|----|
| MAS | 1102 | BRICKLAYING II | 5 | 0 | 15 | 10 |
|-----|------|----------------|---|---|----|----|

Prerequisites: MAS 1101

Designed to give students practice in selecting the proper mortars, layout, and construction of various building elements such as foundations, walls, chimneys, arches, and cavity walls. Proper use of bonds, expansion strips, wall ties, and caulking methods stressed.

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|-----|------|-----------------|---|---|----|----|
| MAS | 1103 | BRICKLAYING III | 5 | 0 | 15 | 10 |
|-----|------|-----------------|---|---|----|----|

Prerequisites: MAS 1102

Layout and erection of reinforced grouted brick masonry lintels, fireplaces, glazed tile, panels, decorative stone, granite, marble, adhesive terra cotta, and modular masonry construction theory and techniques.

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|-----|------|----------------|---|---|----|---|
| MAS | 1104 | BRICKLAYING IV | 4 | 0 | 15 | 9 |
|-----|------|----------------|---|---|----|---|

Prerequisites: MAS 1103

Continued application of techniques acquired in MAS 1103 with emphasis on further refining the skills of a mason.

| | | | | | | |
|-----|------|----------------------|---|---|---|---|
| MAS | 1113 | MASONRY ESTIMATING I | 0 | 0 | 3 | 1 |
|-----|------|----------------------|---|---|---|---|

Prerequisites: MAS 1103

Figuring the quantities of materials needed and costs of building various components and structures. Practical course in quality "take off" from prints of the more common types of jobs for bricklayers and masons.

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|-----|------|-----------------------|---|---|---|---|
| MAS | 1114 | MASONRY ESTIMATING II | 0 | 0 | 3 | 1 |
|-----|------|-----------------------|---|---|---|---|

Prerequisites: MAS 1113

Continuation of MAS 1113 with some emphasis being given to quantity "take off" from prints of the more complicated kind.

| | | | Class | Lab | Clin/ Shop | Credit Hours |
|---|------|-----------------------------|-------|-----|---------------|-----------------|
| MATHEMATICS | | | | | | |
| MAT | 090 | DEVELOPMENTAL MATHEMATICS | 5 | 0 | 0 | 5 |
| Prerequisites: | | | | | | |
| Course designed for students whose background in mathematics is limited. Does not carry credit toward an associate degree. | | | | | | |
| MAT | 100R | COMPUTATIONAL SKILLS | 5 | 0 | 0 | 5 |
| Prerequisites: MAT 090 or appropriate score on Numerical Skills test | | | | | | |
| Basic operations of fractions and decimals, percents, ratios, American and metric unit conversions, applications of these topics, and introduction to problem solving. | | | | | | |
| MAT | 100 | FUNDAMENTALS OF MATHEMATICS | 5 | 0 | 0 | 5 |
| Prerequisites: MAT 100R or appropriate score on Numerical Skills test | | | | | | |
| Applications involving fractions, decimals, percents, ratios and proportions, and an introduction to algebra. Calculators are used. | | | | | | |
| MAT | 101 | ALGEBRA I | 5 | 0 | 0 | 5 |
| Prerequisites: MAT 100 or appropriate scores on both the Numerical Skills test and Elementary Algebra Skills test | | | | | | |
| Basic algebraic operations, linear and quadratic equations, factoring, algebraic fractions, graphing, systems of linear equations, exponents, and applications. | | | | | | |
| MAT | 102 | TRIGONOMETRY | 5 | 0 | 0 | 5 |
| Prerequisites: MAT 101 | | | | | | |
| The trigonometric functions, right and oblique triangles, radian measure, graphs of trigonometric functions, trigonometric identities, trigonometric equations, and inverse trigonometric functions, exponential and logarithmic equations. | | | | | | |
| MAT | 103 | ALGEBRA II | 4 | 0 | 0 | 4 |
| Prerequisites: MAT 101 or appropriate scores on both the Numerical Skills test and Elementary Algebra Skills test | | | | | | |

| | | | Class | Lab | Clin/ Shop | Credit Hours |
|--|-----|-----------------------------|-------|-----|---------------|-----------------|
| Sets, inequalities, rational expressions, rational exponents and radicals, linear equations, quadratic equations, functions and relations, and systems of equations. | | | | | | |
| MAT | 104 | CALCULUS I | 3 | 0 | 0 | 3 |
| Prerequisites: MAT 102 and MAT 103 | | | | | | |
| The derivative with applications and integration with applications. | | | | | | |
| MAT | 114 | MEDICAL DOSAGE CALCULATIONS | 2 | 0 | 0 | 2 |
| Prerequisites: MAT 100 or appropriate score on Elementary Algebra Skills test | | | | | | |
| Develops the skills necessary to correctly compute medication dosages in the metric, apothecary, and household systems of measurement. | | | | | | |
| MAT | 145 | INTERMEDIATE ALGEBRA | 4 | 0 | 0 | 4 |
| Prerequisites: MAT 101 or appropriate score on Elementary Algebra Skills test | | | | | | |
| Basic algebraic operations, linear equations and inequalities, factoring, algebraic fractions, graphing, systems of linear equations, exponents, radicals, and application problems. | | | | | | |
| MAT | 151 | COLLEGE ALGEBRA | 5 | 0 | 0 | 5 |
| Prerequisites: MAT 103 or MAT 145 or appropriate scores on both the Numerical Skills test and Elementary Algebra Skills test | | | | | | |
| Course covers algebraic operations, exponents, radicals, linear equations, quadratic equations, absolute value, inequalities, graphing, variations, systems of equations, systems of inequalities, exponential functions, logarithmic functions, and applications. | | | | | | |
| MAT | 166 | APPLIED MATHEMATICS | 5 | 0 | 0 | 5 |
| Prerequisites: MAT 103 or MAT 145 or appropriate scores on both the Numerical Skills test and Elementary Algebra Skills test | | | | | | |
| To provide students the skills needed to understand and interpret business word problems, and to properly translate the English form of the problems into a mathematical model. The student then should be able to provide a clear and complete interpretation of the solution using proper and complete English sentences. A graphing calculator is strongly recommended. | | | | | | |
| MAT | 180 | STATISTICAL ANALYSIS | 5 | 0 | 0 | 5 |

| | | Class | Lab | Clin/ Shop | Credit Hours |
|---|------|---------------------------------|-----|---------------|-----------------|
| Prerequisites: MAT 151 or MAT 166 | | | | | |
| Sampling of probability distributions, measures of central tendency and dispersion, hypothesis testing, Chi-square, and regression. | | | | | |
| MAT | 201 | CALCULUS II | 3 | 0 | 0 3 |
| Prerequisites: MAT 102, 104 | | | | | |
| Continues MAT 104. Covers more advanced concepts of differentiation and integration. Introduces solutions of differential equations. | | | | | |
| MAT | 251 | BASIC CONCEPTS OF MATH I | 5 | 0 | 0 5 |
| Prerequisites: MAT 103 or MAT 145 or appropriate score on Elementary Algebra Skills test | | | | | |
| The system of real numbers and subsystems and their properties from an algebraic viewpoint. Statistics and number theory are also introduced. | | | | | |
| MAT | 252 | BASIC CONCEPTS OF MATH II | 1 | 4 | 0 3 |
| Prerequisites: MAT 251 | | | | | |
| Basic definitions and properties of plane and solid geometric figures, perimeter, area, and transformations of plane figures, volumes of solid figures, the metric system, and coordinate geometry. | | | | | |
| MAT | 1103 | BASIC GEOMETRY & TRIGONOMETRY 5 | | 0 | 0 5 |
| Prerequisites: MAT 100 | | | | | |
| Basic definitions and properties of plane and solid geometric figures, areas of plane figures, volumes of solids, trigonometric functions of any angle, and solution of right triangles. | | | | | |
| MAT | 1111 | BUILDING TRADES MATH: MASONRY 3 | | 0 | 0 3 |
| Prerequisites: | | | | | |
| Practical problems dealing with whole numbers, fractions, decimals, percents, and square roots as it relates to masonry materials. | | | | | |
| MAT | 1112 | BUILDING TRADES MATHEMATICS 3 | | 0 | 0 3 |
| Prerequisites: MAT 100 | | | | | |

| | | | Class | Lab | Clin/ Shop | Credit Hours |
|--|--|--|-------|-----|---------------|-----------------|
| Practical problems dealing with volumes, weights, ratios, and mensuration. | | | | | | |

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|-----|------|-------------------------------|---|---|---|---|
| MAT | 1113 | BUILDING TRADES MATH: MASONRY | 3 | 0 | 0 | 3 |
|-----|------|-------------------------------|---|---|---|---|

Prerequisites: MAT 1111

Practical problems dealing with linear, square, and volume mensuration as related to masonry.

| | | | | | | |
|-----|------|-----------------------|---|---|---|---|
| MAT | 1123 | MACHINIST MATHEMATICS | 3 | 0 | 0 | 3 |
|-----|------|-----------------------|---|---|---|---|

Prerequisites: MAT 1103

Introduces gear ratio, lead screw, and indexing problems with emphasis on application to the machine shop. Practical applications and problems furnish the trainee with experience in geometric propositions and trigonometric relations to shop problems. Concludes with an introduction to compound angle problems.

MECHANICS

| | | | | | | |
|-----|-----|-------------------|---|---|---|---|
| MEC | 101 | MACHINE PROCESSES | 3 | 0 | 3 | 4 |
|-----|-----|-------------------|---|---|---|---|

Prerequisites:

Introductory course designed to acquaint students with basic hand tools, safety procedures, and machine processes of modern industry. Includes a study of measuring instruments, characteristics of metals, and cutting tools. Students become familiar with the lathe family of machine tools by performing selected operations such as turning, facing, threading, drilling, boring, and reaming.

| | | | | | | |
|-----|-----|-------------------|---|---|---|---|
| MEC | 102 | MACHINE PROCESSES | 3 | 0 | 3 | 4 |
|-----|-----|-------------------|---|---|---|---|

Prerequisites: MEC 101

Advanced operations on lathe, drilling, boring, and reaming machines. Milling machine theory and practice. Study of the types of milling machines, cutters, jig and fixture devices, and the accessories used in a modern industrial plant. Safety in the operational shop is stressed.

| | | | | | | |
|-----|-----|----------------------|---|---|---|---|
| MEC | 103 | BASIC SHOP PRACTICES | 3 | 0 | 3 | 4 |
|-----|-----|----------------------|---|---|---|---|

Prerequisites:

Acquaints students with basic hand tools, layout procedures, and shop safety. Students study measuring instruments, cutting tools, and characteristics of metals. Experiences in

| | | | Class | Lab | Clin/ Shop | Credit Hours |
|--|-----|------------------------------|-------|-----|---------------|-----------------|
| the set up and operation of drill presses, power saws and grinders. | | | | | | |
| MEC | 104 | APPLIED MECHANICS | 5 | 0 | 0 | 5 |
| Prerequisites: MAT 103; PHY 104 | | | | | | |
| This course covers the concepts and principles of statics, parallel, concurrent and noncurrent force systems in coplanar and noncoplanar situations, concepts of centroids and center of gravity, and moments of inertia. | | | | | | |
| MEC | 105 | MECHANISMS | 1 | 0 | 3 | 2 |
| Prerequisites: | | | | | | |
| Practical study in the purpose and use of various drives and components; to include gear trains, couplings, brakes, clutches, speed reducers, belts, pulleys, and motors. | | | | | | |
| MEC | 106 | LUBRICATION, BEARINGS, SEALS | 1 | 0 | 3 | 2 |
| Prerequisites: | | | | | | |
| Familiarizes students with various types and grades of lubricants, types of lubricating equipment, and methods of applying lubricants. Students will become familiar with various types of packings, seals, and bearings. Practice in removal, replacement, and lubrication of devices will be emphasized. | | | | | | |
| MEC | 111 | FABRICATION AND ASSEMBLY | 2 | 0 | 3 | 3 |
| Prerequisites: | | | | | | |
| Introduces students to basic fabrication and assembly techniques, using field sketching, layout and operation of various sheet-metal shaping equipment. Proper use of mechanical fasteners is stressed. | | | | | | |
| MEC | 112 | MACHINE SHOP PROCESSES | 1 | 0 | 3 | 2 |
| Prerequisites: | | | | | | |
| Acquaints students with the procedures of layout work and the correct use of hand and machine tools. Experiences in the fundamentals of drill press and lathe operations, hand grinding of drill bits and lathe tools, and setup work applied to the trade. | | | | | | |
| MEC | 114 | SHOP PRACTICE | 1 | 0 | 6 | 3 |
| Prerequisites: MEC 102 | | | | | | |

Designed to acquaint students with basic fundamentals of installation, maintenance, and repair of machine tools. Machine maintenance and accuracy emphasized. Slip and press fits produced to include bearing assembly. Miscellaneous hydraulic, pneumatic, and lubrication devices studied. Machine location, leveling, and fastening discussed. Integration of machining and fabrication developed by related shop projects. Implementation and operation of preventive maintenance systems studied.

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|-----|-----|---------------------------|---|---|---|---|
| MEC | 115 | EQUIPMENT INSTALLATIONS I | 0 | 0 | 6 | 2 |
|-----|-----|---------------------------|---|---|---|---|

Prerequisites: Permission of instructor

Practical applications in the layout, preparation, and placement of industrial equipment, either mechanical, electrical, or hydraulic/pneumatic. Basics of rigging are to be introduced. Safety is to be stressed, and all activities are to be closely supervised.

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|-----|-----|------------------------|---|---|---|---|
| MEC | 120 | FUNDAMENTAL MECHANISMS | 2 | 4 | 0 | 4 |
|-----|-----|------------------------|---|---|---|---|

Prerequisites:

This course is a study of the purpose and action of cams, cables, gear trains, differentials, screws, belts, pulleys, shafts, levers, and other mechanical devices used to transmit or control signals.

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|-----|-----|---------------------------|---|---|---|---|
| MEC | 131 | MECHANICAL INSTALLATION I | 1 | 0 | 6 | 3 |
|-----|-----|---------------------------|---|---|---|---|

Prerequisites: MEC 103

A study of the basics of machinery installation; to include site preparation, vibration control devices, and grouting. Bed plates will be introduced. Practical exercises in setting, leveling, and aligning of non-precision equipment, such as belt drives, conveyors, presses, and hoists.

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|-----|-----|----------------------------|---|---|---|---|
| MEC | 132 | MECHANICAL INSTALLATION II | 1 | 0 | 6 | 3 |
|-----|-----|----------------------------|---|---|---|---|

Prerequisites: MEC 131

Continuation of MEC 131. Further study and practices in setting, leveling, and aligning of precision machinery. Optical and electronic levels are introduced, as well as dial indicators for precision alignment of shafts and couplings.

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|-----|-----|-----------------------------|---|---|---|---|
| MEC | 133 | MECHANICAL INSTALLATION III | 1 | 0 | 6 | 3 |
|-----|-----|-----------------------------|---|---|---|---|

Prerequisites: MEC 132

Continuation of MEC 132. Further study and practice in setting, leveling, and aligning of

large, heavy, or complex machinery. More complex layout, rigging, and start up procedures are implemented.

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|-----|-----|---------------------------|---|---|---|---|
| MEC | 201 | MANUFACTURING PROCESSES I | 2 | 2 | 0 | 3 |
|-----|-----|---------------------------|---|---|---|---|

Prerequisites: MEC 102

The newer concepts of work handling, automatic machining processes, chipless production, new techniques in metal forming, analysis of high energy forming ultrasonic machining, electrolytic metal removal, chemical milling, numerical control systems, and production methods in manufacturing are covered.

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|-----|-----|----------------------------|---|---|---|---|
| MEC | 202 | MANUFACTURING PROCESSES II | 2 | 2 | 0 | 3 |
|-----|-----|----------------------------|---|---|---|---|

Prerequisites: MEC 201

The newer concepts of work handling and automatic machining processes are emphasized. Concentrated study of production methods in manufacturing is included.

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|-----|-----|-----------------------|---|---|---|---|
| MEC | 205 | STRENGTH OF MATERIALS | 3 | 2 | 0 | 4 |
|-----|-----|-----------------------|---|---|---|---|

Prerequisites: MEC 104

This course includes a study of principles and analyses of stresses which occur within machine and structure elements subjected to various types of loads such as static, impact, varying, and dynamic. An analysis of these stresses is made as applied to riveted and welded joints, beams, columns, and other components.

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|-----|-----|-------------------------|---|---|---|---|
| MEC | 209 | MATERIALS AND FASTENERS | 2 | 0 | 3 | 3 |
|-----|-----|-------------------------|---|---|---|---|

Prerequisites:

An introduction to the metallic and non-metallic materials used in industrial construction and the various fasteners used for attaching, anchoring, and installing. Thread specifications and grade markings for threaded fasteners will be covered, as well as the non-threaded and special fasteners used in construction. Attention will also be given to a variety of adhesives and tapes.

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|-----|-----|---------------------|---|---|---|---|
| MEC | 210 | PHYSICAL METALLURGY | 3 | 0 | 3 | 4 |
|-----|-----|---------------------|---|---|---|---|

Prerequisites:

This introductory course in metallurgy includes a basic study of the properties of metals and alloys, analysis of the structure of metals and alloys, atomic structure, nuclear structure, and nuclear reactions; and solid (crystalline) structures, methods of designating crystal planes, liquid and vapor phases, phase diagrams, and alloy systems.

| | | | Class | Lab | Clin/ Shop | Credit Hours |
|-----|-----|-----------------------------|-------|-----|---------------|-----------------|
| MEC | 222 | RIGGING & MATERIAL HANDLING | 2 | 0 | 3 | 3 |

Prerequisites:

Transporting, conveying, transferring, self-loading, and bulk-handling equipment are introduced. Use of wire rope, slings, chains, scaffolds, and ladders are investigated. Proper storage of materials is covered.

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|-----|-----|------------------|---|---|---|---|
| MEC | 223 | ADVANCED RIGGING | 1 | 0 | 3 | 2 |
|-----|-----|------------------|---|---|---|---|

Prerequisites: MEC 222

Continuation of MEC 222. Advanced operations in the lifting and moving of parts or machinery, particularly those that are heavy, bulky, or hard to balance. Additional hardware and techniques are introduced. Safety and equipment protection is to be stressed.

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|-----|------|-----------------|---|---|---|---|
| MEC | 237. | CONTROL SYSTEMS | 3 | 2 | 0 | 4 |
|-----|------|-----------------|---|---|---|---|

Prerequisites: PHY 104

This course covers the basic principles of electrical, electronic, and pneumatic control systems as related to industrial applications; the basic design and functions of circuits, motors, transducers, and servomechanisms; and a review of the National Electrical Code.

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|-----|-----|-------------------------------|---|---|---|---|
| MEC | 270 | INTRODUCTION TO CNC MACHINING | 1 | 2 | 0 | 2 |
|-----|-----|-------------------------------|---|---|---|---|

Prerequisites: MEC 102, or permission of instructor

An introduction to the set-up, operation, and programming of Numerical Control and Computer Numerical Control machine tools. Concepts, capabilities, and applications of CNC machining are to be explored. Equipment descriptions, operator controls, data input, program preparation and storage will be studied. Students will gain skills in manual parts programming, set-up and operation of CNC machines. Operator safety and machine protection will be stressed.

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|-----|-----|---------------------------------|---|---|---|---|
| MEC | 272 | PROGRAMMING OF CNC EQUIPMENT | 2 | 2 | 0 | 3 |
|-----|-----|---------------------------------|---|---|---|---|

Prerequisites: MEC 270

An introduction to the programming of CNC equipment. Looping, macro sub-routines, drill cycle, spot facing cycle, deep hole drilling cycle, boring cycle, multihole row drilling cycle, inch dimension system, metric dimension system, facing cycle, pocket milling cycle, internal hole milling cycle, and cutter diameter compensation will be areas of study. Safety and machine protections will be stressed at all times.

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|-----|------|-----------------------------------|---|---|----|---|
| MEC | 1101 | MACHINE SHOP THEORY & PRACTICE | 3 | 0 | 12 | 7 |
|-----|------|-----------------------------------|---|---|----|---|

Prerequisites:

Introduction to the machinist trade and the potential it holds for craftsman. Deals primarily with the identification, care, and use of basic hand tools and precision measuring instruments. Elementary layout procedures of lathe, drill press, grinding (off-hand), and milling machines introduced both in theory and practice.

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|-----|------|--------------------------------|---|---|----|---|
| MEC | 1102 | MACHINE SHOP THEORY & PRACTICE | 3 | 0 | 12 | 7 |
|-----|------|--------------------------------|---|---|----|---|

Prerequisites: MEC 1101

Advanced operations in layout tools and procedures, power sawing, drill press, surface grinder, milling machine, and shaper. Students introduced to the basic operations on the cylindrical grinder. Projects selected encompassing all the operations, tools, and procedures used thus far and those to be stressed throughout the course.

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|-----|------|--------------------------------|---|---|----|---|
| MEC | 1103 | MACHINE SHOP THEORY & PRACTICE | 3 | 0 | 12 | 7 |
|-----|------|--------------------------------|---|---|----|---|

Prerequisites: MEC 1102

Advanced work on the engine lathe, turning, boring and threading machines, grinder, milling machines, and shapers. Introduction to basic indexing and terminology, with additional processes on calculating, cutting, and measuring of spur, helical, and worm gears and wheels. Trainees use precision tools and measuring instruments such as vernier height gauges, protractors, and comparators. Basic exercises given on the turret lathe and on the tool and cutter grinder.

| | | | | | | |
|-----|------|--------------------------------|---|---|----|---|
| MEC | 1104 | MACHINE SHOP THEORY & PRACTICE | 3 | 0 | 12 | 7 |
|-----|------|--------------------------------|---|---|----|---|

Prerequisites: MEC 1103

Development of class projects using previously learned procedures in planning, blueprint reading, machine operations, and final assembly inspection. Additional process on the turret lathe, tool and cutter grinder, cylindrical and surface grinder, and advanced milling machine operations. Special procedures and operations, processes, and equipment; observing safety procedures faithfully; and establishing good work habits and attitudes acceptable to the industry are included.

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|-----|------|-------------------|---|---|---|---|
| MEC | 1107 | JIGS AND FIXTURES | 2 | 0 | 6 | 4 |
|-----|------|-------------------|---|---|---|---|

Prerequisites: MEC 1103

Develops understanding of principles and uses of jigs and fixtures. Instructions in designing and drawing simple jigs and fixtures, as well as practice in their manufacture for use on course projects. Development of confidence and pride in producing high quality parts with the use of jigs and fixtures.

| | | | Class | Lab | Clin/ Shop | Credit Hours |
|-----|------|--------------------------|-------|-----|---------------|-----------------|
| MEC | 1109 | TOOL AND CUTTER GRINDING | 2 | 0 | 6 | 4 |

Prerequisites: MEC 1104

This course is designed to familiarize the student with various tool grinding machines and the procedure for grinding cutting tools used in the metalworking trades. Grinding wheel selection, stock removal, clearance angles and feeds and speeds will be studied.

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|-----|------|------------------------|---|---|---|---|
| MEC | 1112 | MACHINE SHOP PROCESSES | 1 | 0 | 3 | 2 |
|-----|------|------------------------|---|---|---|---|

Prerequisites:

Acquaints students with the procedures of layout work and the correct use of hand and machine tools. Experiences in the fundamentals of drill press and lathe operations, hand grinding of drill bits and lathe tools, and setup work applied to the trade are included.

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|-----|------|----------------------------|---|---|---|---|
| MEC | 1115 | METALLURGY: FERROUS METALS | 2 | 0 | 3 | 3 |
|-----|------|----------------------------|---|---|---|---|

Prerequisites:

Investigates the properties of ferrous metals and tests to determine their uses. Instruction includes some chemical metallurgy to provide background for the understanding of the physical changes and causes of these changes in metals. Physical metallurgy of ferrous metals, producing iron and steel, theory of alloys, shaping and forming, steel, classification of steels, and cast iron are the topics for study.

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|-----|------|--------------------------------|---|---|---|---|
| MEC | 1116 | METALLURGY: NON-FERROUS METALS | 2 | 0 | 3 | 3 |
|-----|------|--------------------------------|---|---|---|---|

Prerequisites: MEC 1115

Continuation of the study of physical metallurgy. Study of the non-ferrous metals including: bearing metals (brass, bronze, lead), light metals (aluminum and magnesium), and copper and its alloys. Powder metallurgy, titanium, zirconium, indium, and vanadium are also included.

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|-----|------|--|---|---|---|---|
| MEC | 1123 | ADVANCED MACHINE SET UP AND OPERATIONS | 2 | 0 | 6 | 4 |
|-----|------|--|---|---|---|---|

Prerequisites: MEC 1104

An advanced level shop course for students who are able to plan machining procedures and set ups and operate machines to a high degree of accuracy. Precision grinding and machining irregular shapes using a variety of materials and tooling will be emphasized. In-depth measuring and gauging of mating parts are included.

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|-----|------|--------------------------|---|---|---|---|
| MEC | 1136 | COMPUTER AIDED MACHINING | 2 | 6 | 0 | 5 |
|-----|------|--------------------------|---|---|---|---|

Prerequisites: MEC 1170

A study of computer aided machining using off-line computers and CAM software to prepare a drawing of simple parts and generate the numerical controls codes necessary to machine parts on a CNC vertical milling machine or lathe. Students will prepare job plans, make a tooling file, describe the part and generate CNC codes. These code files will be transferred to the appropriate machine tool where the part will be made.

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|-----|------|-----------------------------|---|---|---|---|
| MEC | 1137 | COMPUTER AIDED MACHINING II | 2 | 6 | 0 | 5 |
|-----|------|-----------------------------|---|---|---|---|

Prerequisites: MEC 1136

A continuation of MEC 1136 which will prepare the student to create CNC code for more advanced geometry. This course will also include transferring part geometry from a CAD drawing and generating CNC code from which machined parts will be made.

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|-----|------|---|---|---|---|---|
| MEC | 1147 | SYSTEM OF MEASUREMENTS & MEASURING TOOLS | 2 | 0 | 0 | 2 |
|-----|------|---|---|---|---|---|

Prerequisites:

Study of measurement and the various systems. How to use and read the various rules, scales, calipers, micrometers, and other precision measuring tools used in mechanical work. Included is the reading of the basic electrical meters used in testing.

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|-----|------|-------------------------------------|---|---|---|---|
| MEC | 1165 | MACHINE SHOP THEORY & PRACTICE I | 2 | 0 | 6 | 4 |
|-----|------|-------------------------------------|---|---|---|---|

Prerequisites:

An introduction to the machinist trade and the potential it holds for craftsmen. It deals primarily with the identification, care and use of basin hand tools and precision measuring instruments. Elementary layout procedures, lathe, drill press, grinding (off-hand) introduced both in theory and practice. MEC 1165 and 1166 are equivalent to MEC 1101.

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|-----|------|--------------------------------------|---|---|---|---|
| MEC | 1166 | MACHINE SHOP THEORY & PRACTICE II | 1 | 0 | 6 | 3 |
|-----|------|--------------------------------------|---|---|---|---|

Prerequisites: MEC 1165

Continuation of MEC 1165. Additional progress in lathe theory and practice. Introduction to milling machine. MEC 1165 and 1166 are equivalent to MEC 1101.

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|-----|------|----------------------------------|---|---|---|---|
| MEC | 1170 | INTRODUCTION TO CNC MACHINING | 1 | 2 | 0 | 2 |
|-----|------|----------------------------------|---|---|---|---|

Prerequisites: MEC 1102, or permission of instructor

An introduction to the set-up, operation, and programming of Numerical Control and Computer Numerical Control machine tools. Concepts, capabilities, and applications of CNC Machining are to be explored. Equipment descriptions, operator controls, data input, program preparation and storage will be studied. Students will gain skills in manual parts programming, set-up, and operation of CNC Machines. Operator safety and machine protection will be stressed.

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|----------|---|---|---|---|---|
| MEC 1171 | OPERATION OF COMPUTER NUMERICAL CONTROL MACHINES | 1 | 0 | 3 | 2 |
|----------|---|---|---|---|---|

Prerequisites: MEC 1170

An introduction to the set-up and operation of computer assisted numerical control equipment. Description, operators controls and indicators, operation in set-up, data input, automatic operation, and tool holders will be areas of study. Safety and machine protection will be stressed at all times.

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|----------|---------------------------------------|---|---|---|---|
| MEC 1172 | PROGRAMMING CNC MILLING OPERATIONS | 2 | 2 | 0 | 3 |
|----------|---------------------------------------|---|---|---|---|

Prerequisites: MEC 1170

An introduction to the programming of computer numerical control milling machines. Looping macro subroutines, drill cycle, spot facing cycle, deep hole drilling cycle, boring cycle, multihole row drilling cycle, inch dimension system, metric dimension system, facing cycle, pocket milling cycle, internal hole milling cycle and cutter diameter compensation will be areas of study. Safety and machine protection will be stressed at all times.

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|----------|--|---|---|---|---|
| MEC 1173 | ADVANCED PROGRAMMING FOR CNC MILLING MACHINES | 2 | 2 | 0 | 3 |
|----------|--|---|---|---|---|

Prerequisites: MEC 1172

A continuation of study in the programming of computer numerical control equipment. Circular interpolation, multiquadrant circular interpolation, polar coordinates, cutter path transformation, continuous path milling, CAM subroutines will be used in program study whenever feasible.

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|----------|------------------------|---|---|---|---|
| MEC 1182 | PROGRAMMING CNC LATHES | 2 | 2 | 0 | 3 |
|----------|------------------------|---|---|---|---|

Prerequisites: MEC 1170

An introduction to the programming of computer numerical control lathes. Subroutines, drill cycle, deep hole drill cycle, boring cycle, inch-metric system, facing and rough

turning cycles, tapers, threading, tool nose radius, and tool offsets will be the areas of study. Safety and machine protection will be stressed at all times.

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|-----|------|---------------------------------|---|---|---|---|
| MEC | 1183 | ADVANCED PROGRAMMING CNC LATHES | 2 | 2 | 0 | 3 |
|-----|------|---------------------------------|---|---|---|---|

Prerequisites: MEC 1182

A continuation into the programming of CNC controls. Advanced turning, boring, tapering, and threading procedures will be studied. Programmable zero, cutter compensation and L,P, and R parameters will be used. C1800 programming may be introduced. Blueprint programming along with the conversational control should be introduced. Advanced programs, including most of the above, will be written during this course.

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|-----|------|-----------------------|---|---|---|---|
| MEC | 1210 | PRODUCTION PROCEDURES | 3 | 0 | 3 | 4 |
|-----|------|-----------------------|---|---|---|---|

Prerequisites: MEC 1104

A study of product planning and control, scheduling and routing of operations. Principles and techniques of quality control and cost saving, sampling inspections and graphs and charts are emphasized. Both statistical and dimensional quality control are reviewed as well as the different processes utilized in the production of metal components parts.

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|-----|------|--------------------|---|---|---|---|
| MEC | 1227 | PRODUCTION TOOLING | 2 | 2 | 0 | 3 |
|-----|------|--------------------|---|---|---|---|

Prerequisites: MEC 1104

Emphasis will be placed on tooling currently being used in the high production of metal parts. Tungsten, carbide and other cutting tool materials will be discussed. Additional topics to be studied will include coatings and special geometries, solid carbide tooling, indexable insert tools and their usage on CNC and other production machine tools.

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|-----|------|----------------------|---|---|---|---|
| MEC | 1270 | CNC LATHE OPERATIONS | 1 | 0 | 3 | 2 |
|-----|------|----------------------|---|---|---|---|

Prerequisites:

An introduction to the set up and operation of the CNC turning centers. Concepts, capabilities and applications of turning centers will be explored. Equipment descriptions, operator controls, data input and manipulation, tooling and machine protections will be stressed. Students will study current equipment similarities and differences and will be encouraged to incorporate machines they may operate in their work place. Operator safety and equipment protection will be strongly emphasized.

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|-----|------|------------------------|---|---|---|---|
| MEC | 1271 | CNC MILLING OPERATIONS | 1 | 0 | 3 | 2 |
|-----|------|------------------------|---|---|---|---|

Prerequisites:

| | | | Class | Lab | Clin/ Shop | Credit Hours |
|--|-----|--------------------------------------|-------|-----|---------------|-----------------|
| | | hospital environment. | | | | |
| MED | 103 | MEDICAL OFFICE ADMINISTRATION II | 3 | 0 | 3 | 4 |
| Prerequisites: MED 102 | | | | | | |
| Continuation of MED 102 includes maintaining office records, scheduling appointments, billing, and collections procedures. Patient interviewing and data collection using concepts of human development. Preparation of the examination and treatment area. Identification of equipment and instruments. | | | | | | |
| MED | 104 | MEDICAL OFFICE ADMINISTRATION III | 4 | 2 | 0 | 5 |
| Prerequisites: MED 103 | | | | | | |
| Patient preparation and physician assisting with the physical exam. Clinical and diagnostic procedures. Aseptic techniques including infection control and community health concepts. | | | | | | |
| MED | 111 | LABORATORY PROCEDURES | 2 | 0 | 3 | 3 |
| Prerequisites: BIO 101, MED 103, or permission of instructor | | | | | | |
| Accuracy and safety in the collection and processing of laboratory specimens. Performance of routine diagnostic tests with accuracy, speed, and confidentiality. | | | | | | |
| MED | 201 | MEDICAL OFFICE ADMINISTRATION IV | 3 | 2 | 0 | 4 |
| Prerequisites: OSC 102 or equivalent; MED 104 or permission of instructor | | | | | | |
| Dealing with physical and psychological emergencies. Administration of first aid. Time management and public relations. Maintenance of office inventory and supplies. Preparation of payroll. | | | | | | |
| MED | 202 | MEDICAL OFFICE ADMINISTRATION V | 3 | 2 | 0 | 4 |
| Prerequisites: MED 104 or permission of instructor | | | | | | |
| Professional issues including malpractice, continuing education, professional organizations are covered. Instruction in patient education. Safe use of ionizing radiation equipment. | | | | | | |
| MED | 203 | CLINICAL EDUCATION | 2 | 0 | 24 | 10 |
| Prerequisites: All MED courses or permission of instructor | | | | | | |
| Opportunity to perform the role of the medical assistant in a physician's office or other health care setting. Evaluation of competency achievement is made. | | | | | | |

| | | | Class | Lab | Clin/ Shop | Credit Hours |
|-----|-----|---------------------------|-------|-----|---------------|-----------------|
| MED | 211 | MEDICATION ADMINISTRATION | 2 | 0 | 3 | 3 |

Prerequisites: MAT 114; MED 104

Identifies commonly used medications, the uses, side effects, reactions, and interactions. Prepares the student to administer medication when under the supervision of the physician.

MENTAL HEALTH

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|-----|-----|--------------------|---|---|---|---|
| MHT | 201 | MENTAL HEALTH CARE | 4 | 0 | 4 | 5 |
|-----|-----|--------------------|---|---|---|---|

Prerequisites: BIO 100

The Mental Health Care course prepares Human Services Technology graduates to provide personal care and perform basic nursing skills in agencies and/or institutions that work with client/patients requiring basic nursing skills. Emphasis is on the mental, social, and physical needs of the patients; patients rights; nutrition management; elimination procedures; safe environment, restorative services; personal and special care procedures and activities; human body structure and function and related common diseases/disorders; communication and documentation; death and dying and roles of direct care provider (nursing assistant) and health team members. A skills/competency evaluation is required for determining student competency.

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|-----|-----|----------------------|---|---|---|---|
| MHT | 209 | TREATMENT MODALITIES | 4 | 2 | 0 | 5 |
|-----|-----|----------------------|---|---|---|---|

Prerequisites: PSY 111

Analysis and application of the major approaches to psychotherapy and counseling, involving theory, characteristics, and techniques.

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|-----|-----|-----------------------------|---|---|---|---|
| MHT | 213 | DYNAMICS OF SUBSTANCE ABUSE | 3 | 0 | 0 | 3 |
|-----|-----|-----------------------------|---|---|---|---|

Prerequisites:

Introduction to the problem of substance abuse (alcohol, drugs, narcotics) in society. Designed to equip criminal justice, social service, and other human service workers with increased knowledge concerning history and classification of drugs of abuse, social impact and physical and psychological results of their abuse, and the various facilities and treatment modalities being used.

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|-----|-----|---------------------|---|---|---|---|
| MHT | 225 | CRISIS INTERVENTION | 4 | 0 | 0 | 4 |
|-----|-----|---------------------|---|---|---|---|

Prerequisites:

Designed to introduce students to basic theories and principles of crisis intervention from a historical as well as practical orientation. Provides students with necessary skills in crisis intervention since practical application is correlated with theory. Allow students to prepare themselves emotionally and psychologically to handle emergency crisis situations.

DISTRIBUTION & MARKETING

| | | | | | | |
|-----|-----|-------------------|---|---|---|---|
| MKT | 232 | SALES DEVELOPMENT | 3 | 0 | 0 | 3 |
|-----|-----|-------------------|---|---|---|---|

Prerequisites:

Study of the fundamentals of retail, wholesale, and specialty selling as applied to the sales demonstration.

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|-----|-----|------------------|---|---|---|---|
| MKT | 233 | SALES MANAGEMENT | 3 | 0 | 0 | 3 |
|-----|-----|------------------|---|---|---|---|

Prerequisites:

Study of sales force management. Includes study of the nature, scope, and importance of personal selling and sales force management. Topics include staffing and training of sales force personnel, development of a sales training program, compensation methods, sales planning activities, sales department budgeting, design and coverage of sales territories, sales quotas, sales performance evaluation, and ethical and legal responsibilities facing sales managers.

| | | | | | | |
|-----|-----|---------------------------------------|---|---|---|---|
| MKT | 235 | RETAILING BUYING AND MERCHANDISING | 5 | 0 | 0 | 5 |
|-----|-----|---------------------------------------|---|---|---|---|

Prerequisites: MKT 239

Students will know the role of retailing in the economy including development of and changes occurring in the retail structure, function performed, principles governing effective operation and managerial problems and be able to make retailing decisions based on current economic and social trends. Includes an analysis of the organization for buying—what, when, and how to buy and the principles of effective inventory and stock control. Topics include organization of buying, analysis of buyer's responsibilities, pricing, inventory control, planning, cost effectiveness and vendor relationships.

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|-----|-----|-----------|---|---|---|---|
| MKT | 239 | MARKETING | 5 | 0 | 0 | 5 |
|-----|-----|-----------|---|---|---|---|

Prerequisites:

Survey of the marketing process with a detailed study of functions, policies, and institutions.

| | | | Class | Lab | Clin/ Shop | Credit Hours |
|-----|-----|---|-------|-----|---------------|-----------------|
| MKT | 240 | ADVERTISING AND VISUAL MERCHANDISING | 3 | 2 | 0 | 4 |

Prerequisites: MKT 239

Study of advertising appeal, product and market research, media selection, and testing the effectiveness of mass communications. Includes an introduction to basic layout and design and commercial displays in the retail environment.

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|-----|-----|-------------------------|---|---|---|---|
| MKT | 246 | INTERNATIONAL MARKETING | 5 | 0 | 0 | 5 |
|-----|-----|-------------------------|---|---|---|---|

Prerequisites: MKT 239

A study of the challenges and concepts relative to today's international marketer. Emphasis is on the strategic implications of marketing in different cultures and the management techniques and the adjustments necessary to accommodate cultural differences. Export marketing is discussed.

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|-----|-----|------------------------|---|---|---|---|
| MKT | 247 | INTERNATIONAL BUSINESS | 5 | 0 | 0 | 5 |
|-----|-----|------------------------|---|---|---|---|

Prerequisites: MKT 239

An introduction to the various institutions, functions, problems, issues, and processes/ methods associated with multinational business. Includes an analysis of the global approach to our economic environment.

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|-----|-----|--------------------|---|---|---|---|
| MKT | 248 | MARKETING RESEARCH | 5 | 0 | 0 | 5 |
|-----|-----|--------------------|---|---|---|---|

Prerequisites: MKT 239

Students are exposed to the theory and practice of marketing research. A general, macro-oriented approach is taken to present the essential tools and techniques of marketing research. Sources of secondary data, interviewing methods, questionnaire design, and data analysis are presented.

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|-----|-----|----------------------|---|---|---|---|
| MKT | 249 | LOGISTICS MANAGEMENT | 3 | 0 | 0 | 3 |
|-----|-----|----------------------|---|---|---|---|

Prerequisites: MKT 239

An introduction to the creation, design, and control of a physical distribution system. Includes customer services, order processing, information systems, a deregulated environment, transportation costs, materials management, financial control, and strategic planning.

MEDICAL LABORATORY

| | | | | | | |
|-----|------|------------------------|----|---|---|----|
| MLA | 1100 | CONCEPTS OF PHLEBOTOMY | 10 | 4 | 0 | 12 |
|-----|------|------------------------|----|---|---|----|

Prerequisites:

Introduces the student to the role of the phlebotomist in various health care agencies including the technical and procedural aspects of phlebotomy. Presents the concepts of basic anatomy and physiology, medical terminology, effective communication, problem solving and decision making, infection control and safety, and quality assurance. Students develop the cognitive and psychomotor skills needed to accurately and safely perform venipuncture and capillary puncture on patients of all ages, collect and transport specimens, and document and report results.

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|-----|------|---------------------|---|---|----|---|
| MLA | 1102 | CLINICAL PHLEBOTOMY | 0 | 0 | 12 | 4 |
|-----|------|---------------------|---|---|----|---|

Prerequisites:

Prepares the student to safely and effectively function in the role of phlebotomist in a health care setting. Students will participate in clinical learning experiences designed to develop competencies in venipuncture, capillary puncture, and microcollections. Request and report processing will be emphasized including computerized and manual methods.

MAINTENANCE

| | | | | | | |
|-----|-----|------------------------|---|---|---|---|
| MNT | 205 | MAINTENANCE MANAGEMENT | 3 | 0 | 0 | 3 |
|-----|-----|------------------------|---|---|---|---|

Prerequisites:

The course includes administration, decision making, setup, and inspection of various programs such as preventive maintenance, repair parts, inventory control, and organization and functions of maintenance. Various aspects of management, engineering, resources analysis, and maintenance facilities are covered.

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|-----|-----|------------------------|---|---|---|---|
| MNT | 298 | MAINTENANCE PROBLEMS I | 2 | 0 | 3 | 3 |
|-----|-----|------------------------|---|---|---|---|

Prerequisites:

Broadens the experiences of students in the areas of mechanics. Problems involving various types of equipment given to demonstrate the check list method of maintenance and preventive maintenance. The use of precision measuring tools and checking for accuracy, squareness, and correct center line distances stressed for prestart inspection. Study in everyday manufacturing problems and solutions. Includes a major part of emphasis on

live projects. Projects include selection by the student of the proper feeds, speeds, linkage, and controls of power transmissions, as well as bearings and gears, installation, and repair. Special emphasis on interpretation of catalog information and reference material.

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|-----|-----|-------------------------|---|---|---|---|
| MNT | 299 | MAINTENANCE PROBLEMS II | 2 | 0 | 3 | 3 |
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Prerequisites: MNT 298

Continuation and in-depth study of MNT 298.

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|-----|------|--|---|---|---|---|
| MNT | 1000 | FARM MACHINERY REPAIR AND MAINTENANCE | 2 | 2 | 0 | 3 |
|-----|------|--|---|---|---|---|

Prerequisites:

Selection, care, and repair of large units of farm equipment and operating principles of self-propelled and tractor-drawn equipment studied in the classroom and in the field. Equipment such as balers, combines, corn pickers, cotton pickers, and peanut harvesters included in the study.

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| MNT | 1117 | MACHINE MAINTENANCE | 2 | 0 | 3 | 3 |
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Prerequisites: MEC 1102

This course is designed to acquaint the student with the movable parts of machine tools, the basic methods of joining these parts together, adjustments necessary to obtain satisfactory service, the proper use of lubricants and the removal and reinstallation of worn parts. Live projects and the use of service manuals will be included.

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|-----|------|--|---|---|---|---|
| MNT | 1133 | ELECTRICAL & MECHANICAL MAINTENANCE | 3 | 0 | 6 | 5 |
|-----|------|--|---|---|---|---|

Prerequisites:

Acquaints the student with the basic fundamentals of installation, maintenance, and repair of machines. Miscellaneous electrical, mechanical, hydraulic, pneumatic, and lubrication devices are installed and maintained. Methods of rigging and machine installation including location leveling and fastening are covered. The use of precision measuring tools and checking for accuracy, squareness and correct center line distance is stressed for prestart inspection.

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|-----|------|--|---|---|---|---|
| MNT | 1134 | ELECTRICAL & MECHANICAL MAINTENANCE | 3 | 0 | 6 | 5 |
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Prerequisites: MNT 1133

A study is made of those parts of the electrical code which affect the work of the industrial

maintenance electrician. Practical experience is provided in wiring, installing, and connecting the various types of services for lighting, heating, and power installations. Training is provided in troubleshooting in the identification and testing of circuits and in making mechanical adjustments and related maintenance operations of various machines. The study of AC frequency drives and in depth PLCs is covered. Schematic diagrams showing the plan of operation for each system, electrical or mechanical, are used.

MEDICAL RECORDS

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|-----|-----|--------------------|---|---|---|---|
| MRE | 102 | ORIENTATION TO MRT | 3 | 0 | 0 | 3 |
|-----|-----|--------------------|---|---|---|---|

Prerequisites:

Introduces the student to duties and educational requirements of the major allied health professions; explains the functions of the major departments of a hospital; matches the allied health professional to related hospital departments; traces the history of medicine, health care facilities, and medical records; describes the structure and history of the AHIMA; relates the characteristics of a professional; discusses new trends in health care delivery systems; identifies different health agencies and cites the purpose of each; describes the basic functions of a medical record department; specifies the various job opportunities of the medical record practitioner; and correlates job responsibilities in the medical record department.

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|-----|-----|--|---|---|---|---|
| MRE | 110 | MEDICAL RECORD CONTENT AND MAINTENANCE | 4 | 2 | 0 | 5 |
|-----|-----|--|---|---|---|---|

Prerequisites: MRE 102

Covers various numbering and filing systems; retrieving and filing medical records; the importance, uses, and content of medical records and the forms contained within; the assembly and quantitative analysis of the medical record; the basic formats of medical records; methods of record storage, and the responsibilities of supervision in medical record departments.

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|-----|-----|--|---|---|---|---|
| MRE | 115 | MEDICAL RECORD STANDARDS AND REGULATIONS | 3 | 0 | 0 | 3 |
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Prerequisites: MRE 110

Identifies and describes the major accrediting and licensing agencies; the medical record standards set forth under Medicare, Medicaid, JCAHO, and other related organizations; and recognizes the basic standards for the various hospital departments with emphasis on the medical record regulations.

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|-----|-----|---------------------------|---|---|---|---|
| MRE | 203 | MEDICAL RECORD STATISTICS | 2 | 4 | 0 | 4 |
|-----|-----|---------------------------|---|---|---|---|

Prerequisites: MAT 101; MRE 115; or special permission

Introduces methods of computing hospital statistics and preparation of reports; defines terms related to hospital statistics; dicusses procedures for completing vital records on births, deaths, and reportable diseases; discusses the sources and use of health data, introduces functions of a Cancer Registry including the collecting and precessing of data.

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|-----|-----|--|---|---|---|---|
| MRE | 204 | INTRO TO MEDICAL RECORD TRANSCRIPTION | 1 | 4 | 0 | 3 |
|-----|-----|--|---|---|---|---|

Prerequisites: CAS 100 (minimum grade of "C"); ENG 101; OSC 110, 220

Actual transcription exercise will enable the student to prepare operative/surgical reports, pathology reports, radiology reports, and typical physical examination reports with a goal of 100 percent accuracy whil transcribing at a minimum speed of 30 words a minute. The student shall also be able to respond to questions of legal and ethical standards relating to medical transcription, learn to pronounce medical terms by association with dictated medical reports, learn to spell and capitalize commonly used eponyms and other medical terms, demonstrate a general understanding of generic and prescription drugs, drug forms, sources for identification, and classifications.

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|-----|-----|-------------------------------------|---|---|---|---|
| MRE | 205 | QUALITY ASSURANCE IN HEALTH CARE | 2 | 2 | 0 | 3 |
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Prerequisites: MRE 203, 212; or special permission

Defines purpose and philosophy of quality assurance; addresses the impact of current health legislation on quality assurance; reviews the history and current status of quality assurance; describes the organization of the Peer Review Organization system; states the JCAHO and federal requirements for quality assurance; reviews quality assurance/assessment procedures; teaches data collection and display utilizing various types of formats; and introduces the basic medical record procedures related to patient review procedures.

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|-----|-----|--------------------------|---|---|---|---|
| MRE | 207 | COMPUTERS IN HEALTH CARE | 2 | 2 | 0 | 3 |
|-----|-----|--------------------------|---|---|---|---|

Prerequisites: CAS 100 (minimum grade of "C"); MRE 115,210; or special permission

Presents various software packages used in the processing, retention, and retrieval of medical information including those for chart tracking, chart location, encoding of diagnoses and procedures, statistical reporting, and preparation of management reports.

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|-----|-----|-------------------------------------|---|---|---|---|
| MRE | 209 | LEGAL ASPECTS OF MEDICAL RECORDS | 4 | 0 | 0 | 4 |
|-----|-----|-------------------------------------|---|---|---|---|

Prerequisites: MRE 115; or special permission

Presents the jurisdiction of Federal and State courts; covers the development of legislative and case law as they relate to changes in social mores; introduces regulations and standards of non-governmental bodies which affect the medical record; describes the property rights of ownership of the medical record; addresses the medical record as a legal document; covers contents, authorization, and releases of medical information; presents statutes and hospital policies which govern the uses of medical records and the information contained in them; deals with current legislation which affects the medical record practitioner.

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|-----|-----|-----------------------|---|---|---|---|
| MRE | 210 | BASIC ICD-9-CM CODING | 2 | 4 | 0 | 4 |
|-----|-----|-----------------------|---|---|---|---|

Prerequisites: BIO 107, 108; OSC 120, 121 (all with minimum grade of "C")

Presents the evolution of ICD-9-CM; teaches symbols, abbreviations, conventions and principles used with the basic ability to code diagnoses and procedures.

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|-----|-----|---------------------|---|---|---|---|
| MRE | 211 | INTERMEDIATE CODING | 2 | 4 | 0 | 4 |
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Prerequisites: MRE 210; BIO 120 (minimum grade of "C")

Applies the ICD-9-CM coding principles; increases proficiency in coding of all diagnoses and procedures; presents CPT-4 coding; its evolution and uses; defines the characteristics of CPT-4 and teaches the application of CPT codes; develops proficiency in CPT coding.

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|-----|-----|--------------------------|---|---|---|---|
| MRE | 212 | ADVANCED CODING CONCEPTS | 2 | 2 | 0 | 3 |
|-----|-----|--------------------------|---|---|---|---|

Prerequisites: MRE 211; BIO 206 (minimum grade of "C")

Develops understanding of and proficiency in the techniques involved in establishing quality control standards for coding, discusses and applies methods of indexing and retrieving data in both manual and computer systems; promotes understanding of relationship of coding to claims billing and reimbursement methodologies; trains students in DRG reimbursement techniques; examines the relevancy of and teaches the use of other classification and nomenclature systems.

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|-----|-----|---------------------|---|---|---|---|
| MRE | 220 | DIRECTED PRACTICE I | 0 | 0 | 6 | 2 |
|-----|-----|---------------------|---|---|---|---|

Prerequisites: Courses in accordance with master curriculum plan

The first in a series of three courses which provides supervised clinical learning experiences in local health care facilities. Students should be able to demonstrate competently the ability to communicate effectively with others; accept the personal responsibilities of promptness, personal neatness, and the development of interpersonal working relationships; understand the relationship of the Medical Record Department to other hospital departments and to apply the theory of medical record practice to medical record departmental procedures and practices.

| | | | Class | Lab | Clin/ Shop | Credit Hours |
|-----|-----|----------------------|-------|-----|---------------|-----------------|
| MRE | 221 | DIRECTED PRACTICE II | 0 | 0 | 12 | 4 |

Prerequisites: MRE 220

Upon completion of this course, students should be able to demonstrate competent performance of medical record functions in hospital medical record departments to include compilation of statistical reports, coding for prospective payment systems; discuss work flow; prepare job descriptions and procedures; describe the various professional roles of the medical record technician within a hospital, and demonstrate professional conduct.

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|-----|-----|-----------------------|---|---|----|---|
| MRE | 222 | DIRECTED PRACTICE III | 0 | 0 | 12 | 4 |
|-----|-----|-----------------------|---|---|----|---|

Prerequisites: MRE 221

Upon completion of this course, students should be able to demonstrate competent performance of all medical record functions including that of Quality Assurance and Utilization Review in various types of health care facilities such as mental health centers/hospitals, group practices, clinics, long-term care facilities and others as available.

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|-----|-----|------------------------|---|---|---|---|
| MRE | 223 | MEDICAL RECORD SEMINAR | 3 | 0 | 0 | 3 |
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Prerequisites: BUS 230, 272 (all with minimum grade of "C")

Allows the student to integrate medical record department functions and responsibilities and to blend the supervisory and technical functions of medical record keeping for all types of health care facilities through processes such as role-playing, special projects, guest lectures, and organized lab exercises. Focus will be on applying the principles of supervision to areas of medical record functions, developing a focus to aid in the student's job search, developing an understanding of the diverse roles (both traditional and non-traditional) available to the medical record technician, and allowing the student to simulate actual medical record supervisory roles.

MUSIC

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|-----|-----|--------------------|---|---|---|---|
| MUS | 151 | MUSIC APPRECIATION | 3 | 0 | 0 | 3 |
|-----|-----|--------------------|---|---|---|---|

Prerequisites:

Introduces musical elements, forms, and styles. The music of major composers is studied, with emphasis on development of aural awareness.

| | | | Class | Lab | Clin/ Shop | Credit Hours |
|----------------|-----|-------------------------|-------|-----|---------------|-----------------|
| NURSING | | | | | | |
| NUR | 101 | FUNDAMENTALS OF NURSING | 6 | 6 | 0 | 9 |

Prerequisites:

Corequisites: NUR 110

Introduces the concepts of the health illness continuum throughout the life span and to the patient and patient's environment, to the beginning concepts and methods of interpersonal communication including loss, death, and the grieving process, and to the nurse's ethical, legal and historical responsibilities. Emphasis is placed on the nursing process and principles and techniques required to meet the needs of patients, stressing body mechanics, asepsis and other supplementary nursing functions.

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| NUR | 102 | MEDICAL-SURGICAL NURSING I | 8 | 0 | 12 | 12 |
|-----|-----|----------------------------|---|---|----|----|

Prerequisites: First quarter courses in accordance with curriculum master plan

Introduces medical-surgical nursing with continuing emphasis on the nursing process. Assists the student in planning and implementing nursing care for patients with medical-surgical diseases and disorders, utilizing knowledge of causes and classification, body reactions (both physical and emotional), developmental stages with emphasis on the adult and aging patient, and pre and post-operative care. Emphasis is placed on cancer, diseases of the blood, respiratory system, neurological system, endocrine, and gastrointestinal system as related to the patient. Includes pharmacologic concepts and nutritional aspects of disease process and diet therapy as related to the specific medical-surgical condition. There is a continuation from NUR 101 of interpersonal communication, legal, ethical, and sociological aspects of patient care and basic health teaching.

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|-----|-----|-----------------------------|---|---|----|----|
| NUR | 103 | MEDICAL-SURGICAL NURSING II | 8 | 0 | 12 | 12 |
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Prerequisites: Second quarter courses in accordance with curriculum master plan

Continuation of NUR 102 with emphasis on nursing care of patient diseases and disorders of the eye and ear, cardiovascular system, urinary system, integumentary system, burns, reproductive system, and the musculo-skeletal system. Introduces first aid, emergency situations, and communicable diseases.

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|-----|-----|--------------------------|---|---|----|----|
| NUR | 104 | MATERNAL-CHILD NURSING I | 7 | 0 | 12 | 11 |
|-----|-----|--------------------------|---|---|----|----|

Prerequisites: Second quarter courses in accordance with curriculum master plan

Introduces maternal child nursing with emphasis on the nursing process. Maternity component presents modern aspects of the normal child bearing process and neonatal period with a brief overview of the complications that affect these processes. Pediatric component reviews growth and development of each age group and relates each to hospitalization and common pediatric illnesses and conditions. Includes nutritional,

| | | | Class | Lab | Clin/ Shop | Credit Hours |
|---|--|--|-------|-----|---------------|-----------------|
| emotional, pharmacological, legal, and ethical aspects of care specific to maternal child nursing. Integrates uncomplicated nurse-patient-family relationships and communication. | | | | | | |

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| NUR | 110 | PHARMACOLOGY | 2 | 0 | 0 | 2 |
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Prerequisites:

Corequisites: MAT 114

Presents sources, effects, pharmacodynamics, and usage of therapeutic agents. Covers prescription of medications and nursing implications. Prepares the student to calculate and administer medications. Identifies methods of using the nursing process in observing, evaluating, and documenting the effects of medications. Legalities and substance abuse are presented.

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|-----|-----|-------------------|---|---|---|---|
| NUR | 121 | HEALTH ASSESSMENT | 2 | 0 | 0 | 2 |
|-----|-----|-------------------|---|---|---|---|

Prerequisites:

Corequisites: NUR 103, 104, 200, or permission of instructor

Includes assessment of health status of clients throughout the life span using as tools the health history and physical assessment. Health promotion and health teaching are emphasized. Skills are practiced in the corequisites courses.

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| NUR | 131 | NURSING SEMINAR | 2 | 0 | 0 | 2 |
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Prerequisites:

Explores issues and trends within the nursing profession, including social, legal, ethical, political, and professional responsibilities. Covers legal roles and responsibilities of RN and LPN, job opportunities for nurses, and nursing organizations. Includes information on the licensing examinations.

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| NUR | 200 | TRANSITION NURSING | 4 | 2 | 12 | 9 |
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Prerequisites: BIO 152; LPN

Corequisites: NUR 121

Orients the LPN to the nursing program and the clinical facility. Course activities are directed toward strengthening identified weaknesses. Emphasizes utilization of the nursing process and effective communication skills in the delivery of nursing care to patients throughout the life span.

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| NUR | 201 | MATERNAL-CHILD NURSING II | 6 | 0 | 15 | 11 |
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Prerequisites: Fourth quarter courses in accordance with curriculum master plan

Continuation of NUR 104. Maternity component focuses on care of patients experiencing

complications of the childbearing process, the premature, and sick newborn with emphasis on patient and family teaching and support. Pediatric component follows a systems approach to pediatric health problems and offers greater depth in assessment and interaction with families and in planning nursing care for children with more complex health problems. Includes aspects of nutrition, pharmacology, legal and ethical issues, and communication skills that specifically apply to maternal child care.

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| NUR | 202 | PSYCHIATRIC NURSING | 5 | 0 | 6 | 7 |
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Prerequisites: Sixth quarter courses in accordance with curriculum master plan

A conceptual and developmental approach to the nursing process in the biopsychosocial care of patients, both healthy and ill. Emphasis on cognizance and utilization of self as a tool in socio-psycho-therapeutic interventions, further development of verbal and non-verbal communication skills, formulation of therapeutic interpersonal skills, and legal-ethical issues facing the nurse in caring for the mentally ill patient. Also emphasizes knowledge and identification of personality and behavior deviation experienced by the mentally ill patient and the etiology, treatment, prevention and rehabilitation of mental illness. Includes pharmacologic and nutritional aspects of care as related to the mentally ill patient.

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| NUR | 203 | MEDICAL-SURGICAL NURSING III | 6 | 0 | 15 | 11 |
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Prerequisites: Fourth quarter courses in accordance with curriculum master plan

Focuses on the care of adult patients with multi-system, complex health problems. Emphasis on assisting patients in meeting their total health care needs in relation to dysfunction of the respiratory, cardiac, neurological, and renal systems. Also emphasizes the use of advanced assessment and clinical skills, establishment and prioritization of health care needs, development of short and long term goals, and evaluation and revision of nursing care. Provides opportunities for development, implementation, and evaluation of teaching plans directed toward promotion and restoration of biopsychosocial health.

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| NUR | 204 | PATIENT CARE MANAGEMENT | 4 | 0 | 6 | 6 |
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Prerequisites: Sixth quarter courses in accordance with curriculum master plan

Continuation of the synthesis of nursing knowledge and implementation of advanced clinical skills for patients with complex nursing needs. Introduces concepts of group dynamics, conflict resolution. management, leadership styles, and management systems. Given a small group of patients, the opportunity is provided for the student to utilize the nursing process to gather patient information, establish priorities of care, make assignments, delegate, and evaluate care implemented by team members. Addresses problems encountered by nurses as they make the change from student to staff nurse and addresses current trends which affect the nursing profession.

| | | | Class | Lab | Clin/ Shop | Credit Hours |
|--------------------|-----|---------------------|-------|-----|---------------|-----------------|
| ORIENTATION | | | | | | |
| ORI | 100 | NEW STUDENT SEMINAR | 1 | 0 | 0 | 1 |

Prerequisites:

Acquaints the student with the physical, academic, and social environment at Pitt Community College. Covers student academic regulations, administrative procedures, study skills, student service facilities and personnel, student motivation and positive thinking, student social activities and the Student Government Association, and career decision making.

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| ORE | 101 | STUDY AND TEST TAKING SKILLS | 1 | 0 | 0 | 1 |
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Prerequisites: ORI 100

A follow-up on the study and test-taking skills that were introduced in ORI 100. More in-depth techniques will be discussed for test preparation and test strategies that are needed for success in college. Through application of these techniques, the student should have the necessary tools to be testwise.

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| ORE | 110 | SURVEY OF HEALTH CARE PROFESSIONS | 1 | 0 | 0 | 1 |
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Prerequisites:

A survey of health care professions including information of professional duties and responsibilities, working environments, and career choices.

OFFICE SCIENCE EDUCATION

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|-----|-----|-----------------------------|---|---|---|---|
| OSC | 100 | GRAMMAR FOR MODERN BUSINESS | 3 | 0 | 0 | 3 |
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Prerequisites: ENG 089 or equivalent placement score

Designed to improve basic English grammar skills as applied to writing business communications.

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| OSC | 101 | PRINCIPLES OF BUSINESS ENGLISH | 5 | 0 | 0 | 5 |
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Prerequisites: Satisfactory placement test score or ENG 089 (all students)
OSC 100 (Medical Office Technology and Administrative Office Technology only)

Required of all Administrative Office Technology, Medical Office Technology, and Medical Assisting students. Special emphasis is placed on grammar, punctuation, and

| | | | Class | Lab | Clin/ Shop | Credit Hours |
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| spelling as applied to office and business correspondence. Student must earn a grade of B (85) or above on this course before enrolling in Machine Transcription I (OSC 211). | | | | | | |

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| OCS | 102 | BEGINNING KEYBOARDING | 2 | 0 | 3 | 3 |
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Prerequisites:

Emphasis on study of the keyboard, mechanics of the equipment necessary for the acquisition of elementary keyboarding skills and development of speed and accuracy.

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|-----|-----|--------------------------|---|---|---|---|
| OSC | 103 | INTERMEDIATE KEYBOARDING | 2 | 0 | 3 | 3 |
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Prerequisites: OSC 102 or equivalent

Development of speed and accuracy with further mastery of correct keyboarding techniques as applied to tabulation, manuscript, correspondence, and business forms.

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|-----|-----|-------------------------------|---|---|---|---|
| OSC | 110 | WORD PROCESSING/WORDPERFECT 2 | 2 | 0 | 3 | 3 |
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Prerequisites: CAS 100

A word processing software program developed for use on the MS-DOS microcomputers. This course is designed to give the student a basic understanding of the WordPerfect software and the operation and application of the microcomputer through classroom instruction and hands-on experiences. Some of the WordPerfect features included are editing, multipage formatting, block functions, speller and thesaurus, footnotes, endnotes, mailing labels, and standardized text.

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|-----|-----|-------------------------------------|---|---|---|---|
| OSC | 111 | WORD PROCESSING/WORD FOR WINDOWS | 2 | 0 | 3 | 3 |
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Prerequisites: CAS 100 or equivalent

A word processing software program developed for use on the MS-DOS microcomputers with the Windows environment. This course is designed to give the student a basic understanding of the Word for Windows software and the operation and application of the microcomputer through classroom instruction and hands-on experiences. Some of the topics covered will be how to move around in the document using a mouse; displaying non-printing characters; editing; formatting text, paragraphs, and pages; creating columns; using the spell checker; using special printing functions; and creating macros.

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| OSC | 112 | RECORDS MANAGEMENT | 3 | 0 | 0 | 3 |
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Prerequisites:

Fundamentals of indexing and filing, combining theory and practice by the use of

| | | | Class | Lab | Clin/ Shop | Credit Hours |
|--|--|--|-------|-----|---------------|-----------------|
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miniature letters, filing boxes, and guides. Students will also become familiar with modern filing equipment.

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|-----|-----|--|---|---|---|---|
| OSC | 120 | TERMINOLOGY & VOCABULARY: MEDICAL I | 2 | 2 | 0 | 3 |
|-----|-----|--|---|---|---|---|

Prerequisites: BIO 100
Corequisites: BIO 107 (HIT only)

Introduction to the structure of medical words and terms. Emphasis is placed on prefixes, suffixes, root words, and combining forms. Study includes the body as a whole with terms related to the digestive, nervous, musculoskeletal, cardiovascular, and respiratory systems and the sense organs.

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|-----|-----|---|---|---|---|---|
| OSC | 121 | TERMINOLOGY & VOCABULARY: MEDICAL II | 2 | 2 | 0 | 3 |
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Prerequisites: OSC 120

Continuation of the study of medical terms with emphasis on words as they pertain to the urinary, reproductive, lymphatic and immune, integumentary, and endocrine systems. Related description terms will be studied in relation to diseases, operations, tumors and drugs.

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|-----|-----|-------------------------------|---|---|---|---|
| OSC | 201 | INTRODUCTION TO TRANSCRIPTION | 3 | 0 | 0 | 3 |
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Prerequisites: OSC 101 (with a minimum grade of "B"); OSC 110
Corequisites: OSC 211

Integration of the necessary skills for transcribing mailable copy.

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|-----|-----|-----------------------|---|---|---|---|
| OSC | 207 | LAW OFFICE MANAGEMENT | 3 | 0 | 0 | 3 |
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Prerequisites: CAS 100; OSC 110

Study of basic management principles applied to a law office. This course introduces the student to law office software used to manage client and firm billings, funds, and office personnel.

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| OSC | 210 | ADVANCED WORD PROCESSING/ WORDPERFECT | 2 | 0 | 3 | 3 |
|-----|-----|--|---|---|---|---|

Prerequisites: OSC 110

Designed to explore advanced applications using word processing software including advanced tables, graphics, math features, simple and advanced text tables, and advanced merging.

| | | | Class | Lab | Clin/ Shop | Credit Hours |
|-----|-----|-------------------------|--------------|------------|-----------------------|-------------------------|
| OSC | 211 | MACHINE TRANSCRIPTION I | 5 | 0 | 0 | 5 |

Prerequisites: OSC 101 (minimum grade of "B"); OSC 110

Corequisites: OSC 201

Introductory course in the correct techniques of operating the dictating and transcribing units, plus fundamentals of transcription such as spelling, punctuation, grammar, letter placement, and the use of reference materials.

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|-----|-----|--------------------------|---|---|---|---|
| OSC | 212 | MACHINE TRANSCRIPTION II | 5 | 0 | 0 | 5 |
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Prerequisites: OSC 211 (minimum grade of "C")

Continuation of OSC 211 with additional emphasis on producing mailable business correspondence.

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|-----|-----|---------------------------|---|---|---|---|
| OSC | 213 | MACHINE TRANSCRIPTION III | 5 | 0 | 0 | 5 |
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Prerequisites: OSC 212 (minimum grade of "C")

Emphasis on refinement of machine transcription skills and developing proficiency in producing mailable copy.

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|-----|-----|----------------------|---|---|---|---|
| OSC | 215 | MEDICAL LAW & ETHICS | 3 | 0 | 0 | 3 |
|-----|-----|----------------------|---|---|---|---|

Prerequisites: 2 quarters of curriculum work

Study of the principles of office conduct, ethical responsibility of the office staff with regard to information acquired, and obligations and responsibilities of the medical office worker or transcriber. Laws governing medical practice are also included.

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|-----|-----|-------------------|---|---|---|---|
| OSC | 216 | OFFICE PROCEDURES | 5 | 0 | 0 | 5 |
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Prerequisites: BUS 206; OSC 112, OSC 211 (minimum grade of "C")

Designed to acquaint students with the responsibilities encountered by a secretary or general office worker during the work day, including handling of receptionist duties; handling the mail; using effective telephone techniques; making travel arrangements; filing; scheduling appointments; transcribing letters, memos, and reports using advanced word processing techniques; and setting priorities for accomplishing tasks.

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|-----|-----|--|---|---|---|---|
| OSC | 220 | TERMINOLOGY & VOCABULARY: MEDICAL III | 3 | 0 | 0 | 3 |
|-----|-----|--|---|---|---|---|

Prerequisites: OSC 121

Continuation of the study of medical terms with additional emphasis on various systems, abbreviations, plurals, etc. Students will visit a pharmaceutical company, a medical school and a pathology laboratory.

| | | | Class | Lab | Clin/ Shop | Credit Hours |
|--|--|--|-------|-----|---------------|-----------------|
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|-----|-----|---|---|---|---|---|
| OSC | 222 | ADVANCED WORD PROCESSING/ WORD FOR WINDOWS | 2 | 0 | 3 | 3 |
|-----|-----|---|---|---|---|---|

Prerequisites: OSC 111

Topics covered will be merging, sorting, page numbering, headers and footers, creating graphics, and using draw.

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|-----|-----|--|---|---|---|---|
| OSC | 226 | PROCEDURES FOR THE AUTOMATED OFFICE | 3 | 2 | 0 | 4 |
|-----|-----|--|---|---|---|---|

Prerequisites: OSC 216

Continuation of OSC 216 with additional emphasis on skills required in an automated office, such as using advanced word processing functions, making travel arrangements, decision making, printing of forms, using telecommunications, and handling clients.

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|-----|-----|-------------------------|---|---|---|---|
| OSC | 230 | MEDICAL TRANSCRIPTION I | 4 | 2 | 0 | 5 |
|-----|-----|-------------------------|---|---|---|---|

Prerequisites: OSC 211 (minimum grade of "C"), OSC 220

An introductory course designed to build medical transcription skills for those who already have a basic understanding of anatomy and terminology, along with machine transcription and grammar skills. Students get extensive practice transcribing dictated materials in the correct format for the most commonly used medical reports.

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|-----|-----|--------------------------|---|---|---|---|
| OSC | 231 | MEDICAL TRANSCRIPTION II | 4 | 2 | 0 | 5 |
|-----|-----|--------------------------|---|---|---|---|

Prerequisites: OSC 230 (minimum grade of "C")

Advanced medical dictation, including some foreign accents, utilizing medical references, and independent work. Dictation also reviews the body systems and various medical reports used by physicians and hospitals.

| | | | | | | |
|-----|-----|-------------------|---|---|---|---|
| OSC | 248 | MEDICAL INSURANCE | 5 | 0 | 0 | 5 |
|-----|-----|-------------------|---|---|---|---|

Prerequisites: OSC 121 or permission of instructor

Study of concepts of medical insurance, including types and characteristics of third-party payers (Medicare, Medicaid, BC/BS, CHAMPUS, etc.), introduction to coding concepts (ICD-9-CM and HCPCS/CPT-4), payment systems (RBRVS and DRGs), and manual/electronic claim form preparation (HCFA-1500 and UB/82).

| | | | Class | Lab | Clin/ Shop | Credit Hours |
|-----|------|---|--------------|------------|-----------------------|-------------------------|
| OSC | 1100 | HOSPITAL WARD SECRETARY: THEORY AND PRACTICE | 12 | 0 | 12 | 16 |

Prerequisites:

Designed to prepare qualified students to perform a variety of clerical duties such as maintaining the patient's charts, requesting equipment and services for the patient, requesting supplies and equipment for the nursing unit, and completing all forms correctly. Emphasis placed on communication techniques including communication with the patient via the nurse-patient intercom, communication with the hospital staff, physicians, and visitors, as well as telephone communications. Clinical experiences provide opportunities for applying classroom learning in the hospital setting.

OCCUPATIONAL THERAPY

| | | | | | | |
|-----|-----|--------------------------------|---|---|---|---|
| OTA | 101 | FUNDAMENTALS OF THE PROFESSION | 3 | 0 | 0 | 3 |
|-----|-----|--------------------------------|---|---|---|---|

Prerequisites:

The course provides an introduction to the philosophical and historical foundation of occupational therapy. Students are exposed to a variety of practice areas. Role delineation of the COTA and OTR is emphasized. Interview and observation skills are developed. Emotional sensitivity to disabling conditions is explored through simulation.

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|-----|-----|----------------------------|---|---|---|---|
| OTA | 102 | PROFESSIONAL DEVELOPMENT I | 1 | 0 | 0 | 1 |
|-----|-----|----------------------------|---|---|---|---|

Prerequisites:

This course will examine the importance of attitudes and professional communication in their role as student and clinician. The course will also develop leadership skills in using parliamentary procedures, techniques for conducting business meetings, committee functions, communications, project design and program evaluation. Also emphasized is participation in the promotion of Occupational Therapy through involvement in professional organizations, governmental bodies and human service organizations.

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|-----|-----|-----------------------------|---|---|---|---|
| OTA | 103 | PROFESSIONAL DEVELOPMENT II | 1 | 0 | 0 | 1 |
|-----|-----|-----------------------------|---|---|---|---|

Prerequisites:

A continuation of OTA 102, this course is designed to enhance students' ability to work in cooperation with others through group activities and learn beginning application of group dynamics through practice.

| | | | Class | Lab | Clin/ Shop | Credit Hours |
|-----|-----|---|-------|-----|---------------|-----------------|
| OTA | 104 | THERAPEUTIC USE OF MEDIA REQUIRING TOOLS | 3 | 2 | 0 | 4 |

Prerequisites: OTA 105

Designed to teach students basic skills in various media requiring tools for their completion. Activities will be discussed, analyzed, and practiced in terms of inherent therapeutic characteristics. Safety procedures will be emphasized. Students will participate in group teaching throughout the course.

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|-----|-----|---------------------|---|---|---|---|
| OTA | 105 | HEALTH CARE ASPECTS | 2 | 0 | 0 | 2 |
|-----|-----|---------------------|---|---|---|---|

Prerequisites:

This course offers an overview of the medical care system and roles of various team members. Skills of observations, interviewing of clients, activity analysis, therapeutic process and documentation are taught.

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|-----|-----|------------------------------|---|---|---|---|
| OTA | 107 | PROFESSIONAL DEVELOPMENT III | 1 | 0 | 0 | 1 |
|-----|-----|------------------------------|---|---|---|---|

Prerequisites:

A continuation of OTA 103, this course is designed to foster dependability and professional integrity.

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|-----|-----|-------------|---|---|---|---|
| OTA | 108 | KINESIOLOGY | 2 | 2 | 0 | 3 |
|-----|-----|-------------|---|---|---|---|

Prerequisites: BIO 108; OTA 101

A study of movement of the human body as it relates to activity, disability, and occupational therapy treatment. In laboratory sessions, students will become familiar with various methods of testing joint range of motion, muscle strength, and coordination.

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|-----|-----|-----------------------------|---|---|---|---|
| OTA | 109 | PROFESSIONAL DEVELOPMENT IV | 1 | 0 | 0 | 1 |
|-----|-----|-----------------------------|---|---|---|---|

Prerequisites:

A continuation of OTA 107, this course will help the student develop professional responsibility to self and others. The student will identify and pursue his/her own professional growth and development.

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|-----|-----|--|---|---|---|---|
| OTA | 204 | THERAPEUTIC USE OF CONTEMPORARY MEDIA | 3 | 2 | 0 | 4 |
|-----|-----|--|---|---|---|---|

Prerequisites: OTA 104

Course material and laboratory sessions will include new technology affecting the management of occupational therapy service programs in conjunction with traditional

occupational therapy skills.

| | | | Class | Lab | Clin/ Shop | Credit Hours |
|-----|-----|--------------------------------------|-------|-----|---------------|-----------------|
| OTA | 205 | PHYSICAL DISABILITIES PROGRAMMING | 4 | 2 | 3 | 6 |

Prerequisites: BIO 120; OTA 108

Occupational therapy assessment, treatment planning, and treatment of diagnoses of general medical, neurological, and orthopedic conditions commonly found in occupational therapy practice are covered. Lab sessions include learning of assessments and the practice of therapeutic treatment skills. Both will be developed to a beginning competency level.

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|-----|-----|-----------------------------------|---|---|---|---|
| OTA | 206 | OCCUPATIONAL THERAPY SPLINTING | 3 | 2 | 0 | 4 |
|-----|-----|-----------------------------------|---|---|---|---|

Prerequisites: OTA 205

Students will learn basic static splinting techniques for a variety of physical disabilities. Students will learn to draw patterns from scratch, make the splint of thermoplastic material on their classmate, and apply straps or padding if needed. Students will demonstrate an understanding of diagnoses of the hand including evaluation and treatment.

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|-----|-----|----------------------------|---|---|---|---|
| OTA | 207 | PROFESSIONAL DEVELOPMENT V | 1 | 0 | 0 | 1 |
|-----|-----|----------------------------|---|---|---|---|

Prerequisites:

A continuation of OTA 109, this course will help the student recognize the importance of life long learning. Developing maturity and flexibility are emphasized.

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|-----|-----|------------|---|---|---|---|
| OTA | 208 | PEDIATRICS | 3 | 0 | 0 | 3 |
|-----|-----|------------|---|---|---|---|

Prerequisites: PSY 120
Corequisites: OTA 205

Course will review normal and abnormal development with emphasis on occupational therapy intervention. The emphasis will be on the variety and types of pathologic or disabling conditions that make an impact on young children and the effect of these conditions on children's functional abilities and behavior. Developmental evaluation techniques will be presented.

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|-----|-----|-----------------------------|---|---|---|---|
| OTA | 209 | PROFESSIONAL DEVELOPMENT VI | 1 | 0 | 0 | 1 |
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Prerequisites:

A continuation of OTA 207, this course will establish a plan for professional growth by forecasting and goal setting across a five-year span.

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|-----|-----|-----------------------|---|---|---|-----|
| OTA | 210 | PEDIATRIC PROGRAMMING | 3 | 2 | 3 | 5 |
| | | | | | | 319 |

Prerequisites: OTA 205, 208

Occupational therapy assessments, treatment planning and therapeutic techniques for the pediatric client are covered. Other areas of study include prevention, early detection, remediation, treatment, and referral.

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|-----|-----|-------------------------|---|---|---|---|
| OTA | 212 | PSYCHIATRIC PROGRAMMING | 3 | 2 | 3 | 5 |
|-----|-----|-------------------------|---|---|---|---|

Prerequisites: PSY 155, 280

Students learn the role of occupational therapy in psychiatry. Class materials include the most common diagnostic categories with emphasis on therapeutic approach including behavioral observation, activity analysis, group function, frames of reference and treatment techniques.

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|-----|-----|---|---|---|---|---|
| OTA | 217 | PLANNING & IMPLEMENTATION OF THERAPEUTIC PROGRAMS | 2 | 2 | 0 | 3 |
|-----|-----|---|---|---|---|---|

Prerequisites: GRO 202; OTA 210, 212

This course will stress development of clinical reasoning skills by means of case study analysis. Students will work both individually and as a group to identify functional limitations, indicate appropriate evaluations, establish comprehensive goals, list treatment modalities and generate a repertoire of purposeful activities for a variety of diagnoses. Students will practice presenting and supporting their ideas to an OTR.

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|-----|-----|--------------------|---|---|---|---|
| OTA | 218 | SERVICE MANAGEMENT | 1 | 0 | 0 | 1 |
|-----|-----|--------------------|---|---|---|---|

Prerequisites: OTA 101

Clinical management skills of ordering equipment, inventory control, supervision, credentialing, accreditation and quality improvement are covered.

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|-----|-----|---|---|---|----|---|
| OTA | 221 | FIRST OCCUPATIONAL THERAPY LEVEL II FIELDWORK | 0 | 0 | 27 | 9 |
|-----|-----|---|---|---|----|---|

Prerequisites: Satisfactory completion of all required course work

Under the supervision of a registered occupational therapist, the OTA student will be required to provide occupational therapy services in a clinical setting for an eight-week period. Emphasis will be upon the application of academically acquired knowledge as well as acquisition of additional experience and skills. The student will have the opportunity to develop methods and techniques that will lead to the performance level expected of an entry level OTA.

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|-----|-----|---------------|---|---|---|---|
| OTA | 223 | SENIOR TOPICS | 1 | 0 | 0 | 1 |
|-----|-----|---------------|---|---|---|---|

The course takes an in-depth look at fieldwork experiences with an emphasis on the application of ethical issues in OT. Methods of continuing one's education through reading and understanding research as well as mentoring are stressed.

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|-----|-----|--|---|---|----|---|
| OTA | 224 | OCCUPATIONAL THERAPY LEVEL II FIELDWORK | 0 | 0 | 27 | 9 |
|-----|-----|--|---|---|----|---|

Prerequisites: Satisfactory completion of all required course work

A clinical experience similar to that of OTA 221 consisting of an eight-week rotation, under the supervision of a registered occupational therapist, in a facility providing the student with an in-depth experience in delivery of OT service to patients/clients.

PHYSICAL EDUCATION

| | | | | | | |
|-----|-----|--------------------------------------|---|---|---|---|
| PED | 151 | FOUNDATIONS IN PHYSICAL EDUCATION | 2 | 0 | 0 | 2 |
|-----|-----|--------------------------------------|---|---|---|---|

Prerequisites:

Investigation of efficiency of human performance through study of variables related to total fitness, physical fitness, diet, weight control, degenerative diseases, physiological effects of exercise, and motor skills development. Oriented toward physical activity as a way of life with emphasis up on the role that physical activity should play in leisure oriented societies; includes participation in physical activities.

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|-----|-----|--------------------|---|---|---|---|
| PED | 160 | ADAPTED ACTIVITIES | 0 | 2 | 0 | 1 |
|-----|-----|--------------------|---|---|---|---|

Prerequisites: Permission of instructor

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| PED | 161 | ARCHERY | 0 | 2 | 0 | 1 |
|-----|-----|---------|---|---|---|---|

Prerequisites:

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|-----|-----|------------|---|---|---|---|
| PED | 162 | BADMINTION | 0 | 2 | 0 | 1 |
|-----|-----|------------|---|---|---|---|

Prerequisites:

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|-----|-----|---------|---|---|---|---|
| PED | 164 | BOWLING | 0 | 2 | 0 | 1 |
|-----|-----|---------|---|---|---|---|

Prerequisites:

| | | | Class | Lab | Clin/ Shop | Credit Hours |
|----------------|-----|-------------------------|-------|-----|---------------|-----------------|
| PED | 165 | PHYSICAL CONDITIONING | 0 | 2 | 0 | 1 |
| Prerequisites: | | | | | | |
| PED | 171 | GOLF | 0 | 2 | 0 | 1 |
| Prerequisites: | | | | | | |
| PED | 173 | JUJITSU AND KARATE | 0 | 2 | 0 | 1 |
| Prerequisites: | | | | | | |
| PED | 175 | RECREATIONAL ACTIVITIES | 0 | 2 | 0 | 1 |
| Prerequisites: | | | | | | |
| PED | 180 | TENNIS-ELEMENTARY | 0 | 2 | 0 | 1 |
| Prerequisites: | | | | | | |
| PED | 181 | TENNIS-ADVANCED | 0 | 2 | 0 | 1 |
| Prerequisites: | | | | | | |
| PED | 183 | VOLLEYBALL | 0 | 2 | 0 | 1 |
| Prerequisites: | | | | | | |
| PED | 196 | AEROBIC EXERCISE | 0 | 2 | 0 | 1 |
| Prerequisites: | | | | | | |

A total fitness program designed to improve strength, endurance, flexibility, agility, and cardiovascular endurance. The course will also point out why people today have a particular need for aerobic exercise. It will explain the medical, physical, emotional and cosmetic benefits of this type of program. Instructor will make specific suggestions for exercise for special needs.

PIPEFITTING

| | | | | | | |
|-----|-----|-------------------|---|---|---|---|
| PFT | 101 | PIPING AND VALVES | 3 | 0 | 3 | 4 |
|-----|-----|-------------------|---|---|---|---|

| | | | Class | Lab | Clin/ Shop | Credit Hours |
|--|-----|-------------|-------|-----|---------------|-----------------|
| PHOTOGRAPHY | | | | | | |
| PHO | 114 | PHOTOGRAPHY | 1 | 2 | 0 | 2 |
| Prerequisites: | | | | | | |
| Introduction to the field of photographic equipment, and materials. A study of the fundamental techniques of the camera. PHO 114 and 115 are equivalent to PHO 116. | | | | | | |
| PHO | 115 | PHOTOGRAPHY | 1 | 2 | 0 | 2 |
| Prerequisites: PHO 114 | | | | | | |
| A study of the camera and its expressive possibilities in relation to the field of design and visual communications. Assigned camera projects, darkroom procedures, and equipment. PHO 114 and 115 are equivalent to PHO 116. | | | | | | |
| PHO | 116 | PHOTOGRAPHY | 2 | 4 | 0 | 4 |
| Prerequisites: | | | | | | |
| Introduction to the field of photography, photographic equipment, and materials. Study of the fundamental techniques of the camera and its expressive possibilities in relation to the field of design and visual communications. Assigned camera projects, darkroom procedures, and equipment. PHO 114 and 115 are equivalent to PHO 116. | | | | | | |
| PHO | 215 | PHOTOGRAPHY | 1 | 2 | 0 | 2 |
| Prerequisites: PHO 116 | | | | | | |
| Advanced photographic techniques and materials. Participation in darkroom and studio procedures illustrating the various applications and creative possibilities of commercial photography. PHO 215 and 216 are equivalent to PHO 217. | | | | | | |
| PHO | 216 | PHOTOGRAPHY | 1 | 2 | 0 | 2 |
| Prerequisites: PHO 215 | | | | | | |
| A continuation of the work begun in PHO 215. Emphasis remains on advanced techniques and procedures. PHO 215 and 216 are equivalent to PHO 217. | | | | | | |
| PHO | 217 | PHOTOGRAPHY | 2 | 4 | 0 | 4 |

| | | | Class | Lab | Clin/ Shop | Credit Hours |
|---|--|--|-------|-----|---------------|-----------------|
| Introduction to basic electricity, with emphasis on applications to automobiles and the shop environment. | | | | | | |

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|-----|-----|-----------------------------------|---|---|---|---|
| PHY | 120 | INTRODUCTION TO THE METRIC SYSTEM | 3 | 0 | 0 | 3 |
|-----|-----|-----------------------------------|---|---|---|---|

Prerequisites:

Involves familiarization with metric units and usage, conversions to and from the British Engineering System of units, and basic algebraic solutions for the unknown as applied to problems involving units.

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|-----|-----|-------------------------------|---|---|---|---|
| PHY | 260 | PHYSICS AND THE ENVIRONMENT I | 3 | 2 | 0 | 4 |
|-----|-----|-------------------------------|---|---|---|---|

Prerequisites: ENG 088 or equivalent; MAT 101

A conceptual physics course that relate some of the basic principles of physics to their uses and consequences in our world and lives. Major topics include motion, properties of matter and heat. This is a science course designed primarily for nonscience majors, hence the use of mathematics is deemphasized, being used occasionally to avoid wordiness in communicating a concept. Laboratory experiences are designed to reinforce the concepts discussed in class.

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|-----|-----|--------------------------------|---|---|---|---|
| PHY | 261 | PHYSICS AND THE ENVIRONMENT II | 3 | 2 | 0 | 4 |
|-----|-----|--------------------------------|---|---|---|---|

Prerequisites: PHY 260

A continuation of PHY 260 dealing with sound, electricity and magnetism, light, atomic physics, and nuclear physics. Concepts are again emphasized, and mathematical computations used only occasionally.

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|-----|-----|-----------------------------------|---|---|---|---|
| PHY | 262 | SOLAR INFLUENCES AND APPLICATIONS | 3 | 2 | 0 | 4 |
|-----|-----|-----------------------------------|---|---|---|---|

Prerequisites: PHY 260

A non-calculus introductory course to the basic physics of how the sun physically influences the earth, and how this solar energy can be converted to other useful forms of energy. Particular attention is given to residential applications.

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|-----|-----|------------------------|---|---|---|---|
| PHY | 270 | INTRODUCTORY ASTRONOMY | 5 | 0 | 0 | 5 |
|-----|-----|------------------------|---|---|---|---|

Prerequisites: ENG 088 or equivalent placement score.

An introductory survey of astronomy, using a conceptual approach which minimizes the use of mathematics. Designed for students from all majors. Topics will include the history and methods of astronomy, the earth, our solar system, our galaxy, and the universe as a whole.

| | | | Class | Lab | Clin/ Shop | Credit Hours |
|-----|------|-----------------|-------|-----|---------------|-----------------|
| PHY | 1101 | APPLIED SCIENCE | 3 | 2 | 0 | 4 |

Prerequisites: MAT 100

Introduction to physical principles. Core topics include systems of measurement, properties of matter, solids and their characteristics, work, energy, power, and simple machines. Additional specialized topics for curricula are basic properties of liquids, gases, heating and refrigeration, and electricity.

PLUMBING

| | | | | | | |
|-----|------|-------------------|---|---|---|---|
| PLU | 1110 | PLUMBING PIPEWORK | 2 | 0 | 6 | 4 |
|-----|------|-------------------|---|---|---|---|

Prerequisites:

This course will introduce students to the tools, fittings, and small equipment used by plumbers. Most of the time will be spent in the shop where the student can learn how to handle these materials correctly. The student will perform operations such as threading, cutting, caulking and sweating of the various kinds of pipe and tubing used in the trade.

POWER MECHANICS, SMALL ENGINES AND MOTORCYCLE REPAIR

| | | | | | | |
|-----|------|-----------------------------|---|---|---|---|
| PME | 1126 | INDUSTRIAL GASOLINE ENGINES | 1 | 0 | 3 | 2 |
|-----|------|-----------------------------|---|---|---|---|

Prerequisites:

Covers four-cycle air-cooled engines, ignition, fueling, cooling, and lubrication systems. Maintenance and repair emphasized both in theory and practice.

POLITICAL SCIENCE

| | | | | | | |
|-----|-----|---------------------|---|---|---|---|
| POL | 102 | NATIONAL GOVERNMENT | 3 | 0 | 0 | 3 |
|-----|-----|---------------------|---|---|---|---|

Prerequisites:

English and Colonial background, the Articles of Confederation, and the framing of the

| | | | Class | Lab | Clin/ Shop | Credit Hours |
|---|--|--|--------------|------------|-----------------------|-------------------------|
| Federal Constitution. The nature of the Federal union, state rights, Federal power, political parties. The general organization and functioning of the national government. | | | | | | |

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|-----|-----|----------------------------|---|---|---|---|
| POL | 103 | STATE AND LOCAL GOVERNMENT | 3 | 0 | 0 | 3 |
|-----|-----|----------------------------|---|---|---|---|

Prerequisites:

A study of state and local government, state-federal interrelationships, and the functions and prerogatives of the branches. Problems of administration, legal procedures, law enforcement, police power, taxation, and revenues and appropriations. Special attention given to North Carolina.

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|-----|-----|---|---|---|---|---|
| POL | 151 | INTRODUCTION TO STATE AND LOCAL GOVERNMENT | 5 | 0 | 0 | 5 |
|-----|-----|---|---|---|---|---|

Prerequisites: Specified score on Reading Skills test or ENG 089 or OSC 101

A study of the specific interworkings of state and local governments with emphasis on origins, development, structure, and functioning.

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|-----|-----|---------------------------------|---|---|---|---|
| POL | 251 | INTRODUCTION TO U.S. GOVERNMENT | 5 | 0 | 0 | 5 |
|-----|-----|---------------------------------|---|---|---|---|

Prerequisites: Specified score on Reading Skills test or ENG 089 or OSC 101

American national government with emphasis on its origins, development, structure, and functions.

PSYCHOLOGY

| | | | | | | |
|-----|-----|--------------------|---|---|---|---|
| PSY | 102 | GENERAL PSYCHOLOGY | 3 | 0 | 0 | 3 |
|-----|-----|--------------------|---|---|---|---|

Prerequisites: Specified score on Reading Skills Test or ENG 088 or OSC 101

Designed to give technical students a brief overview of the science of psychology. Emphasizes practical information on a wide range of psychological topics rather than theoretical principles.

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|-----|-----|-----------------------|---|---|---|---|
| PSY | 103 | ADOLESCENT PSYCHOLOGY | 3 | 0 | 0 | 3 |
|-----|-----|-----------------------|---|---|---|---|

Prerequisites: PSY 102

Study of nature and source of the problems of adolescents in western culture, including the physical, emotional, social, intellectual, and personality development of adolescents.

| | | | Class | Lab | Clin/ Shop | Credit Hours |
|-----|-----|-----------------|-------|-----|---------------|-----------------|
| PSY | 104 | HUMAN RELATIONS | 3 | 0 | 0 | 3 |

Prerequisites:

A study of basic principles of human behavior. The problems of the individual are studied in relation to society, group membership, and relationships within work situations.

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|-----|-----|--------------------|---|---|---|---|
| PSY | 106 | APPLIED PSYCHOLOGY | 3 | 0 | 0 | 3 |
|-----|-----|--------------------|---|---|---|---|

Prerequisites:

Study of the psychological principles that help in understanding interpersonal relations in daily life. Attention given to personal and group dynamics so that students may apply the principles of mental hygiene to adjustment problems as students, workers, and members of the general community. Applications of psychological principles studied in relation to handling crisis situations dealing with stress, changing habits, and functioning in family life.

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|-----|-----|--------------------|---|---|---|---|
| PSY | 111 | BEHAVIOR DISORDERS | 5 | 0 | 0 | 5 |
|-----|-----|--------------------|---|---|---|---|

Prerequisites: PSY 155

Study of general patterns of abnormal behavior with emphasis on psychological, biological and environmental causal factors, human coping mechanisms and theories of treatment.

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|-----|-----|---------------------------------|---|---|---|---|
| PSY | 115 | CHILD GROWTH & DEVELOPMENT I | 3 | 0 | 0 | 3 |
|-----|-----|---------------------------------|---|---|---|---|

Prerequisites:

Study of prenatal, infant, and toddler developmental sequence. Emphasis is given to factors influencing development.

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|-----|-----|----------------------------------|---|---|---|---|
| PSY | 116 | CHILD GROWTH & DEVELOPMENT II | 3 | 0 | 0 | 3 |
|-----|-----|----------------------------------|---|---|---|---|

Prerequisites:

Study of preschool, middle childhood, and adolescent developmental sequence. Emphasis is given to factors influencing development.

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|-----|-----|------------------------------|--|---|---|---|
| PSY | 120 | HUMAN GROWTH & DEVELOPMENT 3 | | 0 | 0 | 3 |
|-----|-----|------------------------------|--|---|---|---|

Prerequisites: PSY 155

Basic principles of physical, cognitive, and psychosocial development of the individual

from conception to death—the human life span. Emphasis is also placed on the detection of abnormal developmental patterns from observations and on conveying this information to significant others.

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|-----|-----|--------------------|---|---|---|---|
| PSY | 155 | GENERAL PSYCHOLOGY | 5 | 0 | 0 | 5 |
|-----|-----|--------------------|---|---|---|---|

Prerequisites: Specified score on reading placement test or completion of ENG 089 or OSC 101

A survey of fundamental principles of human behavior. Topics will include introduction, research methods, biological foundations of behavior, learning, lifespan development, stress, memory, thinking, language, motivation, emotion, and social psychology.

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|-----|-----|-----------------------------------|---|---|---|---|
| PSY | 160 | PSYCHOLOGY OF MEMORY AND LEARNING | 5 | 0 | 0 | 5 |
|-----|-----|-----------------------------------|---|---|---|---|

Prerequisites: PSY 155, or permission of instructor; Specified score on reading placement test or completion of ENG 088 or OSC 101

A survey of the basic research and methods, beginning theory, and general principles of learning. This will include the topics of forgetting and memory storage and retrieval.

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| PSY | 221 | LEARNING & BEHAVIOR | 5 | 2 | 0 | 6 |
|-----|-----|---------------------|---|---|---|---|

Prerequisites: PSY 155

Introduction to the basic learning principles and concepts required to explain the acquisition and maintenance of behavior. Emphasis placed on positive and negative reinforcement, punishment, extinction, shaping, fading, chaining, recording, and charting behavior. Self-modification conducted by each student.

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|-----|-----|----------------|---|---|---|---|
| PSY | 222 | EXCEPTIONALITY | 5 | 0 | 0 | 5 |
|-----|-----|----------------|---|---|---|---|

Prerequisites: PSY 120, 155, or permission of instructor

General concepts of intellectual, sensorial, motor, speech, and social variability among individuals.

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|-----|-----|--------------------|---|---|---|---|
| PSY | 223 | ADDICTIVE BEHAVIOR | 3 | 0 | 0 | 3 |
|-----|-----|--------------------|---|---|---|---|

Prerequisites: Permission of instructor

Survey of environmental and physical factors that differentiate the addict. Emphasis given to the theories of cause and treatment.

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|-----|-----|---------------------------|---|---|---|---|
| PSY | 224 | REHABILITATION TECHNIQUES | 3 | 0 | 0 | 3 |
|-----|-----|---------------------------|---|---|---|---|

| | | | Class | Lab | Clin/ Shop | Credit Hours |
|----------------|--|--|-------|-----|---------------|-----------------|
| Prerequisites: | | | | | | |

Explores the different avenues of rehabilitation. New and innovative techniques of rehabilitation emphasized as they relate to successful methods.

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|-----|-----|------------------|---|---|---|---|
| PSY | 228 | DEVIANT BEHAVIOR | 3 | 0 | 0 | 3 |
|-----|-----|------------------|---|---|---|---|

Prerequisites:

Provides instruction in mental hygiene, in the underlying causes of drug addiction and alcoholism, and in recognizing and dealing with abnormal individuals.

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|-----|-----|-------------------------------------|---|---|---|---|
| PSY | 230 | PSYCHOLOGY & PHYSIOLOGY OF AGING | 3 | 0 | 0 | 3 |
|-----|-----|-------------------------------------|---|---|---|---|

Prerequisites: PSY 155 or permission of instructor

Survey course intended to develop awareness of the inevitability of aging as part of the normal life cycle. Surveys the physical, psychological, and social changes occurring in the late middle age and old age with emphasis on the care and treatment of the aged in our society.

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|-----|-----|---------------------------|---|---|---|---|
| PSY | 240 | PSYCHOLOGY OF ADOLESCENCE | 5 | 0 | 0 | 5 |
|-----|-----|---------------------------|---|---|---|---|

Prerequisites: PSY 155

An in-depth study of the American adolescent. This will focus on their physical, cognitive, social, emotional, intellectual, educational and personality development.

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| PSY | 270 | CHILD PSYCHOLOGY | 5 | 0 | 0 | 5 |
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Prerequisites: PSY 155, or permission of instructor

The study of the growth and development of children from conception through adolescence with emphasis on the pre-pubescent child.

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| PSY | 280 | ABNORMAL PSYCHOLOGY | 3 | 0 | 0 | 3 |
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Prerequisites: PSY 155

The study of the behavior, assessment, treatment approaches, and casual factors involved in the various classifications of maladaptive behavior.

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| PSY | 1101 | HUMAN RELATIONS | 3 | 0 | 0 | 3 |
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Prerequisites:

Study of basic principles of human behavior. Problems of the individual studied in relation to society, group membership, and relationships within the work situation.

RADIOGRAPHY

| | | | | | |
|---------|-------------------------|---|---|---|---|
| RAD 101 | RADIOLOGIC TECHNOLOGY I | 4 | 2 | 0 | 5 |
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Prerequisites:

Orientation to the field of radiography and specialized areas. Emphasis will be on darkroom chemistry and film processing, the basic principles of radiographic exposure, radiation protection, elementary patient care procedures, medical ethics and law, and introduction to medical terminology. Guest lecturers will present overviews of related imaging modalities.

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| RAD 102 | RADIOLOGIC TECHNOLOGY II | 4 | 0 | 0 | 4 |
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Prerequisites: BIO 107; RAD 101

Continuation of radiographic procedures. Emphasis on lower extremities, pelvic girdle, and radiation protection. A study of principles and basic radiographic technique including multiple factors and film characteristics.

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| RAD 103 | RADIOLOGIC TECHNOLOGY III | 4 | 0 | 0 | 4 |
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Prerequisites: BIO 108; RAD 102

Continuation of radiographic procedures. Emphasis on spine, ribs and skull. Mammography will also be included.

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| RAD 104 | RADIOLOGIC TECHNOLOGY IV | 4 | 2 | 0 | 5 |
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Prerequisites: RAD 103

Continuation of radiographic procedures. Emphasis on fluoroscopic examinations of the digestive system, examination of the urinary system and pediatric procedures, and the implementation and maintenance of a quality assurance program.

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|---------|--------------------------|---|---|---|---|
| RAD 111 | RADIOGRAPHIC POSITIONING | 4 | 2 | 0 | 5 |
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| Class | Lab | Clin/ Shop | Credit Hours |
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Prerequisites:

Education in a radiographic laboratory including practice in ethical and attitudinal situations during patient contact. Covers patient care and basic positioning for studies of upper extremities, shoulder girdle, and introduction to thoracic and abdominal viscera. Laboratory used for hands-on simulations, radiograph review, and basic contrast media preparation.

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|-----|-----|--------------------|---|---|----|---|
| RAD | 112 | CLINICAL EDUCATION | 1 | 2 | 12 | 6 |
|-----|-----|--------------------|---|---|----|---|

Prerequisites: RAD 111

Competency based clinical education; students continue to improve basic skills in darkroom technique and patient positioning for routine studies taught under RAD 111. Regular sessions of film critique. The radiographic lab will be used extensively for practical demonstrations, hands-on simulations and radiograph evaluation.

RAD 113 CLINICAL EDUCATION 1 4 15 8

Prerequisites: RAD 112

Continuation of competency based clinical education. Students build skills by practicing procedures covered in RAD 101, 102, 111, and 112. Emphasis on critical thinking and radiation protection. The radiographic lab will be used extensively for practical demonstrations, hands-on simulations and radiographic evaluation. Regular sessions of film critiques.

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|-----|-----|--------------------|---|---|----|---|
| RAD | 114 | CLINICAL EDUCATION | 1 | 4 | 15 | 8 |
|-----|-----|--------------------|---|---|----|---|

Prerequisites: RAD 103, 113

Education in a clinical setting with emphasis on the preparation and use of contrast media, preparation of the patient for such studies and the performance of examinations of the digestive tract, biliary tract, and urinary tract using contrast media. Students gain experience in fluoroscopic procedures and also make radiographs of the abdominal and thoracic viscera with the use of contrast media. Soft tissue radiography (exclusive of mammography) and location of foreign bodies are touched upon. Regular film critique sessions. Opportunities for specialty rotations. The radiographic lab will be utilized for demonstrations, hands-on simulations and radiograph evaluations.

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| RAD | 115 | STUDIES IN PATHOLOGY | 0 | 2 | 0 | 1 |
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Prerequisites:

A guided self-study of general pathology and various diseases commonly encountered by health care workers. Emphasis is given to epidemiology, etiology, diagnosis and

| | | | Class | Lab | Clin/ Shop | Credit Hours |
|--|-----|---------------------------|-------|-----|---------------|-----------------|
| treatment of diseases studied. Students will research and present their findings to the class. Instructional assistance will be provided. | | | | | | |
| RAD | 201 | RADIATION THERAPY PHYSICS | 3 | 0 | 0 | 3 |
| Prerequisites: RAD 211, 224 | | | | | | |
| Continuation of RAD 224. Covers interactions of x-rays and gamma rays, measurement of ionizing radiation and measurement of absorbed dose. Laboratory work provides skills in the use of various radiation measurement devices. | | | | | | |
| RAD | 205 | RADIOLOGIC TECHNOLOGY V | 4 | 2 | 0 | 5 |
| Prerequisites: RAD 104 | | | | | | |
| Special radiographic procedures. Areas to be covered include foreign body localization, bronchography, pelvimetry, and vascular procedures. Emphasis directed toward all requirements necessary for performing these procedures, including equipment and methodology utilized. | | | | | | |
| RAD | 206 | RADIOGRAPHIC PATHOLOGY | 3 | 0 | 0 | 3 |
| Prerequisites: BIO 108 | | | | | | |
| Detailed study of various diseases with emphasis on those most commonly seen in the radiology department. Radiographic appearance of the disease and the effect on radiographic exposure required for accurate visualization will be dealt with in depth. | | | | | | |
| RAD | 208 | RADIOLOGIC TECHNOLOGY VI | 6 | 0 | 0 | 6 |
| Prerequisites: RAD 217 | | | | | | |
| Integration of radiographic principles/procedures taught during previous quarters with ARRT content specifications. Emphasis on test-taking skills and critical thinking/situational problem solving techniques. | | | | | | |
| RAD | 211 | RADIOLOGIC PHYSICS | 3 | 2 | 0 | 4 |
| Prerequisites: MAT 101 | | | | | | |
| A course covering the basic physics principles applicable to radiology. Topics include xray production/interactions, equipment and trouble shooting, systems of measurement, work, energy, power, wave motion, electromagnetic spectrum, electricity, and magnetism. | | | | | | |
| RAD | 215 | CLINICAL EDUCATION | 4 | 0 | 18 | 10 |

| | | | Class | Lab | Clin/ Shop | Credit Hours |
|--|-----|----------------------|-------|-----|---------------|-----------------|
| Prerequisites: RAD 114 | | | | | | |
| Continuation of competency-based clinical education. Student will be responsible for the basic radiographic procedures covered during the first year. Emphasis on improvement of skills through practical experience. Regular film critique sessions. | | | | | | |
| RAD | 216 | CLINICAL EDUCATION | 3 | 0 | 18 | 9 |
| Prerequisites: RAD 215 | | | | | | |
| Continuation of competency based clinical education. Emphasis placed on ability to assist and perform procedures studied in RAD 205. Students build on skills in clinical areas. Regular film critique sessions. The opportunity for rotations through specialized imaging modalities. | | | | | | |
| RAD | 217 | CLINICAL EDUCATION | 2 | 0 | 18 | 8 |
| Prerequisites: RAD 216 | | | | | | |
| Continuation of competency based clinical education. Demonstrate proficiency in basic radiographic procedures. Emphasis on rotation through specialty imaging modalities. Regular film critique sessions. | | | | | | |
| RAD | 218 | CLINICAL EDUCATION | 1 | 0 | 18 | 7 |
| Prerequisites: RAD 217 | | | | | | |
| Completion of competency based clinical education. Regular film critique sessions. | | | | | | |
| RAD | 220 | ONCOLOGY | 3 | 0 | 0 | 3 |
| Prerequisites: | | | | | | |
| Corequisites: RAD 221, 224, 231 | | | | | | |
| The study of neoplasia and carcinogenesis. Emphasis is given to initiation and proliferation theories, cell characteristics and variables which effect host survival. A study of neoplasia in relation to specific anatomical systems will begin at the end of this course. | | | | | | |
| RAD | 221 | RADIATION ONCOLOGY I | 3 | 0 | 0 | 3 |
| Prerequisites: | | | | | | |
| Corequisites: RAD 220, 224, 231 | | | | | | |
| Orientation to radiation oncology, treatment procedures and simulation with emphasis given to the ethical and legal implication of radiation oncology, terminology, mathematics, radiation protection, and patient care. | | | | | | |

| | | | Class | Lab | Clin/ Shop | Credit Hours |
|-----|-----|-----------------------|-------|-----|---------------|-----------------|
| RAD | 222 | RADIATION ONCOLOGY II | 3 | 0 | 0 | 3 |

Prerequisites: RAD 221

A survey of treatment modalities and procedures. Includes detailed discussions on simulation, dosimetry, treatment planning, and quality assurance. Methods of patient contouring and immobilization are studied and practiced.

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| RAD | 223 | RADIATION ONCOLOGY III | 3 | 0 | 0 | 3 |
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Prerequisites: RAD 222

Advanced study of present and future treatment modalities, with emphasis on hyperthermia. Also included is an extensive review to prepare students for the ARRT examination.

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| RAD | 224 | RADIATION PHYSICS I | 3 | 0 | 0 | 3 |
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Prerequisites: RAD 211

Corequisites: RAD 220, 221, 231

Fundamental concepts of radiation therapy physics. Includes the structure of matter, nuclear transformations, x-ray production, and clinical radiation therapy generators.

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| RAD | 231 | RADIATION THERAPY PRACTICUM I | 0 | 0 | 15 | 5 |
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Prerequisites:

Corequisites: RAD 220, 221, 224

Introduces students to the clinical aspects of the radiation therapy department. Basic procedures are observed and the student is presented with first patient care and treatment responsibilities.

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| RAD | 232 | RADIATION THERAPY PRACTICUM II | 0 | 0 | 18 | 6 |
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Prerequisites: RAD 231

Technical skills are developed within the clinical setting. Accuracy and precision are stressed. Routine procedures are performed under supervision.

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| RAD | 233 | RADIATION THERAPY PRACTICUM III | 0 | 0 | 21 | 7 |
|-----|-----|---------------------------------|---|---|----|---|

Prerequisites: RAD 232

Emphasis is placed on refining of the students' technical skills with recognition of special

| | | | Class | Lab | Clin/ Shop | Credit Hours |
|---|-----|--|-------|-----|---------------|-----------------|
| patient needs. Routine procedures are performed under supervision. | | | | | | |
| RAD | 234 | RADIATION THERAPY PRACTICUM IV | 0 | 0 | 36 | 12 |
| Prerequisites: RAD 233 | | | | | | |
| Develops independent performance levels in the student. Routine procedures are performed with minimal supervision. | | | | | | |
| RAD | 236 | CLINICAL EDUCATION | 4 | 0 | 30 | 14 |
| Prerequisites: RAD 245 | | | | | | |
| Active participation in imaging, processing, and technically evaluating sonographic examinations. Regularly scheduled critique sessions. Opportunity for emergency sonography. | | | | | | |
| RAD | 237 | INSTRUMENTATION & PRINCIPLES OF OB-GYN SONOGRAPHY | 7 | 0 | 0 | 7 |
| Prerequisites: RAD 241 | | | | | | |
| Review of obstetrical/gynecological anatomy and physiology with emphasis on sonographic appearance in cross-section and related pathology. Concentration on integration of patient history and related laboratory tests, etc., to sonographic findings. | | | | | | |
| RAD | 238 | DOSIMETRY | 3 | 0 | 0 | 3 |
| Prerequisites: RAD 221, 222 | | | | | | |
| A continued study of clinical dosimetry and treatment planning with emphasis given to radioactive source treatment applications and proper handling procedures. | | | | | | |
| RAD | 239 | CLINICAL ONCOLOGY I | 3 | 0 | 0 | 3 |
| Prerequisites: RAD 220 | | | | | | |
| A continued study of neoplasia in relation to specific anatomical systems. Etiology, histology, staging, grading, treatment modalities, treatment and disease side effects and proper care for such effects are topics for class discussion. | | | | | | |
| RAD | 240 | CLINICAL ONCOLOGY II | 3 | 0 | 0 | 3 |
| Prerequisites: RAD 239 | | | | | | |

| | | | Class | Lab | Clin/ Shop | Credit Hours |
|--|-----|--|-------|-----|---------------|-----------------|
| A continued study of neoplasia in relation to specific anatomical systems. | | | | | | |
| RAD | 241 | INTRODUCTION TO ULTRASOUND | 6 | 0 | 0 | 6 |
| Prerequisites: | | | | | | |
| Introduction to principles of ultrasound instrumentation, modes of operation, and scanning techniques. | | | | | | |
| RAD | 242 | ULTRASOUND PHYSICS | 5 | 0 | 0 | 5 |
| Prerequisites: MAT 101, RAD 241 | | | | | | |
| Acoustic physics including interactions between ultrasound and tissue, and continuation of principles and instrumentations. Current knowledge of biological effects. Laboratory exercises. | | | | | | |
| RAD | 243 | CLINICAL EDUCATION | 2 | 0 | 21 | 9 |
| Prerequisites: | | | | | | |
| Active participation in imaging, processing, and technically evaluating sonographic examinations. Regularly scheduled critique sessions. | | | | | | |
| RAD | 244 | CLINICAL EDUCATION | 2 | 0 | 21 | 9 |
| Prerequisites: RAD 243 | | | | | | |
| Active participation in imaging, processing, and technically evaluating sonographic examinations. Regularly scheduled critique sessions. | | | | | | |
| RAD | 245 | CLINICAL EDUCATION | 2 | 0 | 21 | 9 |
| Prerequisites: RAD 244 | | | | | | |
| Active participation in imaging, processing, and technically evaluating sonographic examinations. Regularly scheduled critique sessions. Opportunity for emergency sonography. | | | | | | |
| RAD | 248 | INSTRUMENTATION AND PRINCIPLES FOR ECHOCARDIOGRAPHY | 6 | 0 | 0 | 6 |
| Prerequisites: RAD 241 | | | | | | |
| Review of cardiographic anatomy and physiology with emphasis on sonographic appearance in cross-section and related pathology. Concentration on integration of patient | | | | | | |

| | | | Class | Lab | Clin/ Shop | Credit Hours |
|-----|-----|--|--------------|------------|-----------------------|-------------------------|
| | | history and related laboratory tests, etc., to sonographic findings. | | | | |
| RAD | 249 | INSTRUMENTATION AND PRINCIPLES OF ABDOMINAL SONOGRAPHY | 6 | 0 | 0 | 6 |

Prerequisites: RAD 241

Review of abdominal anatomy and physiology with emphasis on sonographic appearance in cross-section and related pathology. Concentration on integration of patient history and related laboratory tests, etc., to sonographic findings.

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| RAD | 250 | VASCULAR ULTRASOUND | 1 | 2 | 0 | 2 |
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Prerequisites: RAD 242

Systematically, this course provides the student with fundamental knowledge of vascular anatomy, physiology, hemodynamics and sonographic/clinical manifestations of arterial and venous pathology. Incorporation of laboratory exercises will build strong educational foundation for development of future skills.

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| RAD | 254 | PATIENT CARE & PROCEDURES | 3 | 4 | 0 | 5 |
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Prerequisites:

Corequisites: RAD 255, 259, 261 or 262

Care of the patient during special imaging procedures including emergency situations. Identification of psychological and emotional status of the patient and emotional support to assist the patient. Explanation of consent form and legal implications. Identification of life threatening conditions. Practice scrubbing, gowning, gloving, maintaining sterile field, and monitoring ECG and blood pressures.

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| RAD | 255 | CLINICAL EDUCATION | 0 | 0 | 6 | 2 |
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Prerequisites:

Corequisites: RAD 254, 259, 261 or 262

The student will be introduced to advanced darkroom techniques, operation of advanced imaging equipment such as pressure injectors, catheters, sterile trays, and associated accessory equipment in the specialized imaging areas. Regularly scheduled critique sessions for student to present cases.

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| RAD | 256 | CLINICAL EDUCATION | 0 | 0 | 6 | 2 |
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Prerequisites: RAD 254, 255, 259, 261 or 262

Corequisites: RAD 263 or 264, RAD 265 or 266

The student will gain experience with specialized equipment emphasizing the safety and precautions related to each individual modality. The student will assist during procedures to include patient positioning, selection of acceptable exposure factors and filming sequence, and selection and preparation of contrast media for injection. Regularly scheduled critique session for student to present cases.

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|-----|-----|--------------------|---|---|----|----|
| RAD | 257 | CLINICAL EDUCATION | 0 | 0 | 36 | 12 |
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Prerequisites: RAD 254, 255, 256, 259, 261 or 262, 263 or 264, 265 or 266

The student will continue to gain experience with specialized equipment emphasizing interventional equipment use. The student will select and test balloon catheters for the procedure, position patient for pre- and post-interventional films to show specific anatomy, and assist physician during the procedure. Regularly scheduled critique sessions for student to present cases.

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| RAD | 258 | CLINICAL EDUCATION | 0 | 0 | 36 | 12 |
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Prerequisites: RAD 254, 255, 256, 257, 259, 261 or 262, 263 or 264, 265 or 266

Corequisite: RAD 267 or 268

The student will function in an independent manner in performing procedures in the assigned areas of rotation with emphasis on technical evaluation of cardiovascular, vascular, magnetic resonance imaging, and computerized tomography examinations. Regularly scheduled critique sessions for student to present cases.

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| RAD | 259 | PHARMACOLOGY FOR RADIOGRAPHERS | 3 | 0 | 0 | 3 |
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Prerequisites:

Corequisites: RAD 254, 255, 261 or 262

Identification of contrast media used for special imaging procedures. Study of chemical and physical characteristics that make a given contrast media most useful for a specific procedure and the dosage used for each procedure. Description of reactions of contrast media on and the physiologic response of body systems.

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| RAD | 261 | CT & MRI PHYSICS & EQUIPMENT | 6 | 0 | 0 | 6 |
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Prerequisites:

Corequisites: RAD 254, 255, 259

Study of basic physics and components of computerized tomography and magnetic resonance imaging equipment. Comparison of computerized tomography and magnetic resonance imaging for diagnosis of various pathologies.

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| RAD | 262 | VASCULAR/INTERVENTIONAL PROCEDURES | 6 | 0 | 0 | 6 |
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| | | | Class | Lab | Clin/ Shop | Credit Hours |
|-----|-----|---|-------|-----|------------|--------------|
| | | their branches throughout the body. Correlation of vascular anatomy demonstrated and the views used to enable adequate demonstration. Discussion to include formation of collateral vessels and their function. | | | | |
| RAD | 267 | VASCULAR AND CARDIOVASCULAR SEMINAR | 4 | 0 | 0 | 4 |

Prerequisites: RAD 254, 255, 256, 257, 259, 262, 264, 266

Corequisites: RAD 258

Integration of principles and equipment used within vascular and cardiovascular procedures as taught during previous quarters and demonstrated within the clinical setting. Emphasis on test-taking skills and critical thinking through the use of simulated exams to meet requirements set by the JRC.

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| RAD | 268 | MRI & CT SEMINAR | 4 | 0 | 0 | 4 |
|-----|-----|------------------|---|---|---|---|

Prerequisites: RAD 254, 255, 256, 257, 259, 261, 263

Corequisites: RAD 258

Integration of principles and equipment used within MRI and CT taught during previous quarters and demonstrated within the clinical setting. Emphasis on test-taking skills and critical thinking through use of simulated exams to meet requirements set by JRC.

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| RAD | 271 | NUCLEAR MEDICINE TECHNOLOGY I | 3 | 2 | 0 | 4 |
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Prerequisites: BIO 108, CHM 110, MAT 101, RAD 103

Nuclear medicine terminology and routine procedures. Study of indications and contraindications of nuclear medicine procedures, including integration of patient history and communication skills. Completion of IV certification.

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| RAD | 272 | NUCLEAR MEDICINE TECHNOLOGY II | 3 | 2 | 0 | 4 |
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Prerequisites: RAD 271

Instrumentation and principles of nuclear medicine technology, including in vivo procedures relating to specific body systems and in vitro procedures/analysis. Study of function and applications of nuclear medicine equipment.

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| RAD | 273 | NUCLEAR MEDICINE TECHNOLOGY III | 2 | 0 | 0 | 2 |
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Prerequisites: RAD 272

Continuation of nuclear medicine instrumentation and principles. Emphasis on principles

| | | | Class | Lab | Clin/ Shop | Credit Hours |
|--|-----|--------------------------------|-------|-----|---------------|-----------------|
| <p>of SPECT imaging techniques. Study of computer applications to nuclear medicine technology. Also, concentration on administrative procedures related to inventory control, patient dosages, and quality control mechanisms.</p> | | | | | | |
| RAD | 274 | NUCLEAR MEDICINE TECHNOLOGY IV | 3 | 0 | 0 | 3 |
| Prerequisites: RAD 273 | | | | | | |
| <p>Study of quality assurance and related safety procedures, including federal and state guidelines. Study of basic instrumentation and principles of PET.</p> | | | | | | |
| RAD | 275 | NUCLEAR PHARMACOLOGY | 2 | 0 | 0 | 2 |
| Prerequisites: CHM 110, MAT 114 | | | | | | |
| <p>Principles of radiopharmacy, including a review of related chemistry and mathematics, operation of the "hot lab", quality control and related clinical procedures. Study of therapeutic dosages and applications.</p> | | | | | | |
| RAD | 276 | NUCLEAR MEDICINE PHYSICS | 2 | 0 | 0 | 2 |
| Prerequisites: RAD 224 | | | | | | |
| <p>Principles of radioactive decay, interactions of radiation, radiation dosage calculations and measurements. Emphasis on regulations and techniques for effective radiation protection.</p> | | | | | | |
| RAD | 277 | NUCLEAR MEDICINE PRACTICUM I | 1 | 0 | 15 | 6 |
| Prerequisites: RAD 113 | | | | | | |
| <p>Participation in nuclear medicine procedures in the clinical setting, specifically basic imaging and procession of film. Emphasis on patient positioning, communication skills, and the health care team. Regularly scheduled case presentations.</p> | | | | | | |
| RAD | 278 | NUCLEAR MEDICINE PRACTICUM II | 1 | 0 | 15 | 6 |
| Prerequisites: RAD 277 | | | | | | |
| <p>Continuation of practical experience in the clinical area. Advanced competencies related to use of equipment and related patient care will be assessed. Direct involvement in radiopharmacy. Radiation safety will be emphasized. Regularly scheduled case presentations.</p> | | | | | | |
| RAD | 279 | NUCLEAR MEDICINE PRACTICUM III | 1 | 0 | 30 | 11 |
| Prerequisites: RAD 278 | | | | | | |

| | Class | Lab | Clin/ Shop | Credit Hours |
|---|-------|-----|------------|--------------|
| Continuation of clinical competencies, specifically the advanced areas of computer applications and radiopharmacy procedures. Regularly scheduled case presentations. | | | | |

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| RAD | 280 | NUCLEAR MEDICINE PRACTICUM IV | 1 | 0 | 30 | 11 |
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Prerequisites: RAD 279

Completion of clinical competencies and integrating didactic skills to practical applications in the clinical setting. Final case presentations.

RECREATION & HEALTH EDUCATION

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| REC | 202 | INTRODUCTION TO RECREATION SERVICES | 2 | 0 | 0 | 2 |
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Prerequisites:

This course is designed to introduce the student to the historical and philosophical foundations of leisure and recreation. The student will develop concepts concerning recreation, the meaning of leisure and recreation, the socioeconomic movements which have affected the growth and development of recreation, the economic importance of recreation, the social institutions providing recreation services, and the types of areas and facilities used in recreation. The student will also spend two hours a week doing practical work in an appropriate setting to meet the laboratory requirement.

READING

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|-----|------|---------------------|---|---|---|---|
| RED | 1101 | READING IMPROVEMENT | 2 | 0 | 0 | 2 |
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Prerequisites:

Individualized course designed to improve student's reading skills through use of various materials.

RELIGION

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|-----|-----|--------------------------|---|---|---|---|
| REL | 151 | INTRODUCTION TO RELIGION | 5 | 0 | 0 | 5 |
|-----|-----|--------------------------|---|---|---|---|

Prerequisites: ENG 088 or equivalent placement score

| | | | Class | Lab | Clin/ Shop | Credit Hours |
|--|-----|--|-------|-----|---------------|-----------------|
| Survey of the history of the major religions of the world: Judaism, Zoroastrian religion, Christianity, Islam, Hinduism, Buddhism, Sikhism, Jainism, Confucianism, Taoism, and Shinto. | | | | | | |
| REL | 160 | INTRODUCTION TO OLD TESTAMENT LITERATURE | 5 | 0 | 0 | 5 |

Prerequisites: ENG 088 or equivalent placement score

Study of the Old Testament with consideration of relevant cultures, history, and major personalities.

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| REL | 161 | INTRODUCTION TO NEW TESTAMENT | 5 | 0 | 0 | 5 |
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Prerequisites: ENG 088 or equivalent placement score

Study of the New Testament, focusing on the major teachings of Jesus, the major teaching of the apostle Paul, and the later writings. Special attention paid to the various books' similarities and dissimilarities; to the historical, cultural, and religious background; and to the compilation of the New Testament.

REAL ESTATE

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|-----|-----|---------------------------------------|---|---|---|---|
| RLS | 101 | FUNDAMENTALS OF REAL ESTATE: SALESMAN | 6 | 0 | 0 | 6 |
|-----|-----|---------------------------------------|---|---|---|---|

Prerequisites:

This course consists of instruction in fundamental real estate principles and practices, including real estate law, financing, brokerage, closing, valuation, management, and taxation. Also included is instruction on residential building construction, land use, the real estate market and the North Carolina Real Estate License Law and Rules/Regulations of the North Carolina Real Estate Licensing Board.

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| RLS | 102 | FUNDAMENTALS OF REAL ESTATE: LAW | 3 | 0 | 0 | 3 |
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Prerequisites: RLS 101

This course consists of advanced-level instruction in real property ownership and interests, transfer of title to real property, land use controls, real estate brokerage and the law of agency, real estate contracts, landlord and tenant law, mortgages/deeds of trust, property insurance, federal income taxation of real estate, the N.C. Real Estate License Law, Rules/Regulations of the N.C. Real Estate Licensing Board, and the Licensing Board's "Trust Account Guidelines."

| | | | Class | Lab | Clin/ Shop | Credit Hours |
|-----|-----|---|-------|-----|---------------|-----------------|
| RLS | 103 | FUNDAMENTALS OF REAL ESTATE: FINANCE | 3 | 0 | 0 | 3 |

Prerequisites: RLS 101

This course consists of advanced-level instruction on the major aspects of financing real estate transactions, including sources of mortgage funds, the secondary mortgage market, financing instruments, types of mortgage loans, underwriting mortgage loans, consumer legislation affecting real estate financing, real property valuation, closing real estate transactions, and finance mathematics.

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| RLS | 104 | FUNDAMENTALS OF REAL ESTATE: BROKER | 3 | 0 | 0 | 3 |
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Prerequisites: RLS 101

Consists of advanced-level instruction with emphasis on real estate brokerage.

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| RLS | 105 | FUNDAMENTALS OF REAL ESTATE: MATH | 3 | 0 | 0 | 3 |
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Prerequisites: RLS 101

This course consists of advanced-level instruction on major aspects of real estate transactions. Topics include: percents, commission, interest, investment, profit and loss, depreciation and appreciation, taxes and insurance, prorations and closing statements.

RESPIRATORY CARE

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|-----|-----|--------------------|---|---|---|---|
| RSP | 101 | RESPIRATORY CARE I | 3 | 2 | 0 | 4 |
|-----|-----|--------------------|---|---|---|---|

Prerequisites: Program Admission

Corequisites: BIO 107; MAT 101; SAF 111

A study of professional ethics, professional organizations, and the history of respiratory care. Covers the physical properties of gas and piping systems and gas storage, safety standards, and regulation of pressure and flow. Also introduces the student to medical terminology.

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|-----|-----|---------------------|---|---|---|---|
| RSP | 102 | RESPIRATORY CARE II | 3 | 2 | 0 | 4 |
|-----|-----|---------------------|---|---|---|---|

Prerequisites: RSP 101 (with a grade of "C" or better)

Corequisites: BIO 108; CHM 105; RSP 120

Covers the theory of and techniques for administration of oxygen and aerosol oxygen therapy. Includes the properties and production of therapeutic vapor and aerosols, oxygen devices, analyzers, blenders, artificial airways, and manual ventilation equipment. Students will demonstrate and practice with this equipment during laboratory periods.

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|-----|-----|--------------------------------------|---|---|---|---|
| RSP | 104 | CARDIOPULMONARY ANATOMY & PHYSIOLOGY | 3 | 0 | 0 | 3 |
|-----|-----|--------------------------------------|---|---|---|---|

Prerequisites: RSP 102 (with a grade of "C" or better)

Corequisites: RSP 105, 120

An advanced study of anatomy and physiology of the respiratory and circulatory systems. Emphasis on the interrelationship of structure and function, including mechanics of respiration, ventilation, tissue metabolism, oxygen transport and carbon dioxide elimination.

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|-----|-----|--------------|---|---|---|---|
| RSP | 105 | PHARMACOLOGY | 3 | 0 | 0 | 3 |
|-----|-----|--------------|---|---|---|---|

Prerequisites: RSP 102 (with a grade of "C" or better)

Corequisites: RSP 104, 121

Presents the student with those medications commonly used for testing cardiopulmonary diseases and providing respiratory care. Presents an in-depth approach, stressing those medications which effect the nervous, cardiovascular, respiratory, and excretory systems. Covers correct medication usage, administration, and legalities.

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|-----|-----|---------------------|---|---|---|---|
| RSP | 107 | ACID BASE CHEMISTRY | 3 | 0 | 0 | 3 |
|-----|-----|---------------------|---|---|---|---|

Prerequisites: RSP 121 (with a grade of "C" or better)

Corequisites: RSP 108, 122, 110

A specialized course designed to provide in-depth study of acid base regulation, blood gas values, ABG clinical interpretation, and fluid-electrolyte balance.

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|-----|-----|-------------------------------------|---|---|---|---|
| RSP | 108 | CONTINUOUS MECHANICAL VENTILATION I | 3 | 2 | 0 | 4 |
|-----|-----|-------------------------------------|---|---|---|---|

Prerequisites: RSP 121 (with a grade of "C" or better)

Corequisites: RSP 107, 110, 122

Introduces the student to ventilators and monitoring devices. Stresses procedures and techniques, indications and contra-indications, and classification and function of these devices. Laboratory periods include student skills evaluation for assembly, calibration, and functional use of these devices.

| | | | Class | Lab | Clin/ Shop | Credit Hours |
|-----|-----|------------------|--------------|------------|-----------------------|-------------------------|
| RSP | 110 | PATHOLOGY | 4 | 0 | 0 | 4 |

Prerequisites: RSP 121 (with a grade of "C" or better)

Corequisites: RSP 107, 108, 122

A study of the etiology and pathogenesis of cardiovascular and respiratory diseases. Presents clinical signs and symptoms along with diagnosis and complications.

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|-----|-----|--|---|---|---|---|
| RSP | 111 | DIAGNOSTIC & THERAPEUTIC PROCEDURES | 2 | 2 | 0 | 3 |
|-----|-----|--|---|---|---|---|

Prerequisites: RSP 102, 120 (with grades of "C" or better)

Corequisites: RSP 104, 105, 121

Introduces the student to clinical pulmonary assessment and diagnostic procedures. Also presents therapeutic treatment modalities and procedures.

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|-----|-----|----------------------------|---|---|---|---|
| RSP | 120 | CLINICAL PRACTICE I | 0 | 0 | 6 | 2 |
|-----|-----|----------------------------|---|---|---|---|

Prerequisites: RSP 101 (with a grade of "C" or better)

Corequisites: RSP 102

Introduces students to the clinical affiliate hospitals. Introduces the basic organization and operation of respiratory care services and the physical facilities of the clinical affiliates. Also provides an introduction to the basic aspects of patient care in the hospital environment with the opportunity to observe patient care and practice prepatient contact skills.

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|-----|-----|-----------------------------|---|---|----|---|
| RSP | 121 | CLINICAL PRACTICE II | 0 | 0 | 18 | 6 |
|-----|-----|-----------------------------|---|---|----|---|

Prerequisites: RSP 102 (with a grade of "C" or better)

Corequisites: RSP 104, 105

Presents the first student responsibility for patient care. Includes student evaluation for competence in application of basic therapeutic modalities. Also includes in this evaluation process tasks covering patient reporting, medical record documentation, patient assessment, and equipment decontamination.

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|-----|-----|------------------------------|---|---|----|---|
| RSP | 122 | CLINICAL PRACTICE III | 0 | 0 | 18 | 6 |
|-----|-----|------------------------------|---|---|----|---|

Prerequisites: RSP 121 (with a grade of "C" or better)

Corequisites: RSP 107, 108, 110

Introduces students to patients requiring mechanical ventilatory support and intensive respiratory care. Presents practice and evaluation of clinical skills required for implementing

| | | | Class | Lab | Clin/ Shop | Credit Hours |
|---|-----|--------------------------------------|-------|-----|---------------|-----------------|
| continuous ventilation, ventilator monitoring, weaning, patient airway maintenance, and arterial blood gas sample collection at the hospital clinical affiliates. | | | | | | |
| RSP | 201 | CONTINUOUS MECHANICAL VENTILATION II | 2 | 2 | 0 | 3 |
| Prerequisites: RSP 108 (with a grade of "C" or better) | | | | | | |
| Corequisites: BIO 206; RSP 220, 203 | | | | | | |
| A continuation of procedures and theory relating to mechanical ventilation emphasizing interpretation and application of physiological monitoring, weaning, and arterial blood gas. | | | | | | |
| RSP | 203 | PERINATOLOGY & PEDIATRICS | 2 | 2 | 0 | 3 |
| Prerequisites: RSP 110 (with a grade of "C" or better) | | | | | | |
| Corequisites: BIO 206; RSP 201, 220 | | | | | | |
| Introduces the student to pediatric and neonatal respiratory care skills, techniques and procedures, and equipment. Emphasis on embryologic development and the treatment required by premature infants. | | | | | | |
| RSP | 204 | PEDIATRIC PATHOPHYSIOLOGY | 3 | 0 | 0 | 3 |
| Prerequisites: RSP 203 (with a grade of "C" or better) | | | | | | |
| Corequisites: RSP 205, 221 | | | | | | |
| A study of genetic, iatrogenic, and disease induced pathology as seen in both the neonatal and pediatric patients. Covers treatment and prognosis. | | | | | | |
| RSP | 205 | CARDIOPULMONARY FUNCTION | 3 | 2 | 0 | 4 |
| Prerequisites: RSP 202 (with a grade of "C" or better) | | | | | | |
| Corequisites: RSP 204, 221 | | | | | | |
| Presents student with a study of techniques and procedures for pulmonary and cardiovascular function testing. Laboratory periods require students to examine and demonstrate the clinical equipment used for these diagnostic procedures. | | | | | | |
| RSP | 208 | SEMINAR | 3 | 0 | 0 | 3 |
| Prerequisites: RSP 221 (with a grade of "C" or better) | | | | | | |
| Corequisites: ENG 204, RSP 207 | | | | | | |
| Introduces styles of respiratory care management and departmental structure. Additionally, reviews the legal aspects associated with patient care and instructor level education | | | | | | |

| | | | Class | Lab | Clin/ Shop | Credit Hours |
|--|--|--|-------|-----|---------------|-----------------|
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in cardiopulmonary resuscitation. Students will receive an introduction to microcomputers, and clinical simulation exams.

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|-----|-----|----------------------|---|---|----|---|
| RSP | 220 | CLINICAL PRACTICE IV | 0 | 0 | 18 | 6 |
|-----|-----|----------------------|---|---|----|---|

Prerequisites: RSP 122 (with a grade of "C" or better)
 Corequisites: BIO 206; RSP 201, 203

Refines the student's mastery of those skills and techniques critical to acute patient care as introduced in RSP 122. Also involves the student with pediatric and neonatal therapy including rotations through general and intensive care units.

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|-----|-----|---------------------|---|---|----|---|
| RSP | 221 | CLINICAL PRACTICE V | 0 | 0 | 18 | 6 |
|-----|-----|---------------------|---|---|----|---|

Prerequisites: RSP 202 (with a grade of "C" or better)
 Corequisites: RSP 204, 205

Introduces the practice and application of pulmonary and cardiovascular function testing in the clinical affiliate specialty laboratory. Also continues and refines those neonatal/pediatric respiratory therapy skills presented in RSP 220.

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|-----|-----|----------------------|---|---|----|---|
| RSP | 222 | CLINICAL PRACTICE VI | 0 | 0 | 24 | 8 |
|-----|-----|----------------------|---|---|----|---|

Prerequisites: RSP 221 (with a grade of "C" or better)
 Corequisites: RSP 208

A clinical rotation course designed to augment transition from the student role to the role of a therapist practicing in the work environment. Although the students remain under clinic supervision, they will be expected to function in an independent manner while carrying a case load equivalent to that of the working environment. Additionally, as it is possible, offers specialty rotations in clinical areas including: physical therapy, out-patient clinics, management and supervision, and education.

SAFETY

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|-----|-----|-----------------------------|---|---|---|---|
| SAF | 110 | FIRST AID & SAFETY MEASURES | 2 | 2 | 0 | 3 |
|-----|-----|-----------------------------|---|---|---|---|

Prerequisites:

This course is designed to enable the student to respond to medical emergencies, hazardous materials and situations they are likely to encounter. This course will provide the student with the basic knowledge to recognize medical emergencies, hazardous materials and to render basic first aid to sustain life, reduce suffering and prevent further serious complications by the use of prompt, effective measures until effective medical care

is available. The student will be able to recognize hazardous materials and situations such as chemical, electrical, bombs and other explosives and the safety precautions in approaching such situations, as well as first aid and decontamination procedures should exposure or injury occur.

Designed to qualify students to receive basic rescuer certification. Provides skills in one and two rescuer CPR, infant CPR, and conscious and unconscious airway obstruction in the adult and child.

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|-----|-----|------------------------------|---|---|---|---|
| SOC | 100 | JOB SEARCH & CAREER PLANNING | 3 | 0 | 0 | 3 |
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An individually oriented course which helps students consider those career choices and related factors which contribute to personal satisfaction and happiness in life. Emphasis is placed on learning of career decision-making skills, setting personal goals, acquiring techniques for self management. Procedures used in the course will be lecturettes, group exercises, occupational research activities, class discussions and presentations.

Prerequisites: ENG 088

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|-----|-----|-----------------|---|---|---|---|
| SOC | 103 | SOCIAL PROBLEMS | 3 | 0 | 0 | 3 |
|-----|-----|-----------------|---|---|---|---|

A study of the social problems prevalent in contemporary society with emphasis on the nature of, origins of, and solutions to these problems.

Prerequisites: Specified score on Reading Skills test or ENG 089 or OSC 101

The nature, concepts, and principles of sociology. Presents the scientific study of human behavior in relation with others, the general principles affecting the organization of such relationships, and the effects of social life on human personality and behavior. Special attention is paid to modern industrial societies in general and American society in particular. Includes society, culture, socialization, groups, institutions and organizations, the class system, social change, and social processes.

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|-----|-----|------------------------|---|---|---|---|
| SOC | 160 | COURTSHIP AND MARRIAGE | 5 | 0 | 0 | 5 |
|-----|-----|------------------------|---|---|---|---|

Prerequisites:

A course which introduces students to critical thinking and empirical knowledge relative to affectional involvement, the family, and the roles and relationships associated with each.

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| SOC | 201 | MARRIAGE & THE FAMILY | 3 | 0 | 0 | 3 |
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Prerequisites:

A study of the family life-cycle including courtship, engagement, marriage, parenthood, widowhood, separation, and divorce in contemporary American society. Emphasis is placed upon role behavior, individual adjustment and pathology. Social, economic, psychological, and sexual factors are analyzed. Some emphasis may be placed upon families that have involvement with the criminal justice system.

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|-----|-----|--------|---|---|---|---|
| SOC | 221 | FAMILY | 3 | 0 | 0 | 3 |
|-----|-----|--------|---|---|---|---|

Prerequisites:

Explore the interaction that takes place within and between the child, family, and society as they contribute to socialization.

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|-----|-----|------------------------|---|---|---|---|
| SOC | 270 | MODERN SOCIAL PROBLEMS | 5 | 0 | 0 | 5 |
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Prerequisites: SOC 151 or permission of instructor

An in-depth study of current social problems in American society. Emphasis to be placed not only on the nature, extent, causes, and consequences of these problems but also the proposed solutions or means of limiting these problems.

SPANISH

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|-----|-----|------------------------------|---|---|---|---|
| SPA | 101 | SPANISH FOR CRIMINAL JUSTICE | 5 | 0 | 0 | 5 |
|-----|-----|------------------------------|---|---|---|---|

| | | | | Class | Lab | Clin/ Shop | Credit Hours |
|--|-----|-------------------------|--|--------------|------------|-----------------------|-------------------------|
| Prerequisites: | | | | | | | |
| A beginning course in Spanish as a foreign language. Emphasized acquisition of basic listening, speaking, reading, and writing skills and improved awareness of Hispanic culture, with special emphasis on the terms and the vocabulary used in law enforcement and corrections. | | | | | | | |
| SPA | 151 | ELEMENTARY SPANISH I | | 5 | 0 | 0 | 5 |
| Prerequisites: ENG 088 or equivalent placement score | | | | | | | |
| Introduces the student to the spanish language, stressing the development of the four language skills: listening, speaking, reading, and writing. Special emphasis placed on aural comprehension and oral communication since these skills form the base for reading and writing. Introduces Hispanic culture. | | | | | | | |
| SPA | 152 | ELEMENTARY SPANISH II | | 5 | 0 | 0 | 5 |
| Prerequisites: SPA 151 or equivalent | | | | | | | |
| Continuation of SPA 151, stressing further development of the four language skills: listening, speaking, reading and writing. Development of communicative competence. | | | | | | | |
| SPA | 161 | INTERMEDIATE SPANISH I | | 5 | 0 | 0 | 5 |
| Prerequisites: SPA 152 or equivalent | | | | | | | |
| Designed to improve the basic interpersonal communicative skills and to continue improving simple present and simple past grammatical structures. Emphasis is on more complex grammatical structures and an in-depth look at Spanish culture. | | | | | | | |
| SPA | 162 | INTERMEDIATE SPANISH II | | 5 | 0 | 0 | 5 |
| Prerequisites: SPA 161 or equivalent | | | | | | | |
| Designed to use more fluency in conversation and more complex grammatical structures. Emphasis on improving speaking, writing, listening, and reading skills. Expands on the study of Hispanic culture and language development. | | | | | | | |
| SPEECH | | | | | | | |
| SPH | 151 | VOICE & DICTION | | 3 | 0 | 0 | 3 |

| | | | Class | Lab | Clin/ Shop | Credit Hours |
|--|--|--|-------|-----|---------------|-----------------|
| Prerequisites: ENG 088 or equivalent placement score | | | | | | |

Improvement of articulation and pronunciation through drills, readings, and the delivery of simple speeches.

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|-----|-----|-----------------|---|---|---|---|
| SPH | 160 | PUBLIC SPEAKING | 3 | 0 | 0 | 3 |
|-----|-----|-----------------|---|---|---|---|

Prerequisites: ENG 088 or equivalent placement score

Composition, preparation, and presentation of speeches for all occasions.

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| SPH | 260 | BUSINESS & PROFESSIONAL COMMUNICATIONS | 5 | 0 | 0 | 5 |
|-----|-----|---|---|---|---|---|

Prerequisites: ENG 088 or equivalent placement score

Prepares the business and/or professional student for effective communication in the workplace. Course covers communication theory, work-related communication concepts, various oral presentations, and small-group dynamics. Content includes listening skills, interviewing skills, small-group presentations, conflict management, problem solving strategies and informative and persuasive speeches using audio-visuals. Assignments drawn from current real-life business practices.

LAND AND CONSTRUCTION SURVEYING

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|-----|-----|-----------|---|---|---|---|
| SRV | 101 | SURVEYING | 2 | 0 | 6 | 4 |
|-----|-----|-----------|---|---|---|---|

Prerequisites: ARC 107; MAT 102

Study of the theory and practice of plane surveying, including taping, differential and profile leveling, cross sections, earthwork computations, transit stadia, and transit tape surveys. Layout of footings, floor levels, site work, and mapping included. Problem solving using computer data.

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| SRV | 102 | SURVEYING | 2 | 0 | 6 | 4 |
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Prerequisites:

Triangulation of ordinary precision, use of plane tablet, calculation of areas of land, land surveying, topographic surveys, and mapping are included in this course.

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|-----|-----|-----------|---|---|---|---|
| SRV | 103 | SURVEYING | 2 | 0 | 6 | 4 |
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Prerequisites:

| | | | Class | Lab | Clin/ Shop | Credit Hours |
|--|-----|---------------------------|-------|-----|---------------|-----------------|
| Includes a study of route surveys by ground and aerial methods; simple, compound, reverse, parabolic, and spiral curves; geometric design of highways; and highway surveys and plans, including mass diagrams. | | | | | | |
| SRV | 201 | SITE DESIGN AND SURVEYING | 2 | 0 | 6 | 4 |

Prerequisites: ARC 107; MAT 102

Introductory course in the design of sites for architectural applications. Concepts of surveying, topography and landscape architecture will be introduced. The basics of site layout, site grading, and the manipulations of contours will be developed through drawing lab assignments.

WELDING

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|-----|-----|----------------------|---|---|---|---|
| WLD | 120 | OXYACETYLENE WELDING | 2 | 0 | 3 | 3 |
|-----|-----|----------------------|---|---|---|---|

Prerequisites:

Introduction to the history of oxyacetylene welding, the principles of welding and cutting, nomenclature of the equipment, and assembly of units. Welding procedures such as practice in puddling and carrying the puddle, running flat beads; butt welding in the flat, vertical, and overhead position; brazing; and hard and soft soldering. Safety procedures are stressed throughout the program of instruction in the use of tools and equipment. Students perform mechanical testing and inspection to determine quality of the welds.

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| WLD | 121 | ARC WELDING | 2 | 0 | 6 | 4 |
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Prerequisites:

Operation of AC transformers and DC motor generator arc welding units. Studies made of welding heats, polarities, and electrodes for use in joining various metal alloys by the arc welding process. After students are capable of running beads, they make butt and fillet welds in all positions, and test them in order to detect weaknesses in welding. Safety procedures are emphasized through the course in the use of tools and equipment.

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|-----|-----|------------------------------------|--|---|---|---|
| WLD | 122 | COMMERCIAL & INDUSTRIAL PRACTICE 2 | | 0 | 3 | 3 |
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Prerequisites: WLD 120, 121

Designed to build skills through practice in simulated and actual industrial processes and techniques. Sketching and layout on paper of the size and shape description, listing the steps necessary to build the product, estimating time and material, and then actually

following these directions to build the product. Emphasis is placed on maintenance, repairing worn or broken parts by special welding applications, field welding, and non-destructive tests and inspection.

| | | | Class | Lab | Clin/ Shop | Credit Hours |
|-----|------|------------------------|-------|-----|---------------|-----------------|
| WLD | 1107 | INTERMEDIATE WELDING I | 3 | 0 | 3 | 4 |

Prerequisites:

A review of basic oxyacetylene cutting and welding, preparation of metals, types of joints, welding procedures and testing welds and the operation of AC transformer and DC motor generator arc welding machines. Studies are made of welding heats, polarities, and electrodes for use in joining various metal alloys by the arc welding process. WLD 1107, 1108, and 1109 series is equivalent to WLD 1142.

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|-----|------|-------------------------|---|---|---|---|
| WLD | 1108 | INTERMEDIATE WELDING II | 1 | 0 | 6 | 3 |
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Prerequisites: WLD 1107

Continues the topics introduced in WLD 1107. Demonstrated competence in running beads permits student to do butt and fillet welds in all positions for testing in order that the student may detect weaknesses in welding. Safety procedures are stressed. WLD 1107, 1108, and 1109 series is equivalent to WLD 1142.

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|-----|------|--------------------------|---|---|---|---|
| WLD | 1109 | INTERMEDIATE WELDING III | 1 | 0 | 6 | 3 |
|-----|------|--------------------------|---|---|---|---|

Prerequisites:

Continues topics of WLD 1107 and WLD 1108. Closely supervised practice enables students to acquire competence for progressing to next course. The WLD 1107, 1108, and 1109 series is equivalent to WLD 1142.

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|-----|------|---|---|---|---|---|
| WLD | 1110 | COMMERCIAL AND INDUSTRIAL PRACTICE I | 1 | 0 | 6 | 3 |
|-----|------|---|---|---|---|---|

Prerequisites: WLD 1109 or equivalent.

Designed to build skills through practice in simulated and actual industrial processes and techniques. Sketching and layout on paper of the size and shape description, listing the steps necessary to build the product and estimating time and material and then following these directions to build the product. WLD 1110 and 1111 series is equivalent to WLD 1122.

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|-----|------|--|---|---|---|---|
| WLD | 1111 | COMMERCIAL AND INDUSTRIAL PRACTICE II | 1 | 0 | 3 | 2 |
|-----|------|--|---|---|---|---|

Prerequisites: WLD 1110 or equivalent

Continues processes begun in WLD 1110. Emphasis placed on maintenance, repairing worn or broken parts by special welding applications, and field welding and nondestructive tests and inspection. Safety is stressed. WLD 1110 and 1111 series is equivalent to WLD 1122.

| | | | Class | Lab | Clin/ Shop | Credit Hours |
|-----|------|----------------|-------|-----|---------------|-----------------|
| WLD | 1113 | PIPE WELDING I | 1 | 0 | 6 | 3 |

Prerequisites: WLD 1109

Designed to provide practice in the welding of pressure piping in the horizontal, vertical, and horizontal fixed position using shielded metal arc welding processes according to Section VIII and IX of the A.S.M.E. code. Safety is stressed. The WLD 1113 and 1114 series is equivalent to WLD 1124.

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|-----|------|-----------------|---|---|---|---|
| WLD | 1114 | PIPE WELDING II | 2 | 0 | 6 | 4 |
|-----|------|-----------------|---|---|---|---|

Prerequisites: WLD 1109

Continues all the processes introduced in WLD 1113. WLD 1113 and 1114 series is equivalent to WLD 1124.

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|-----|------|-----------------------------------|---|---|---|---|
| WLD | 1122 | COMMERCIAL & INDUSTRIAL PRACTICES | 2 | 0 | 9 | 5 |
|-----|------|-----------------------------------|---|---|---|---|

Prerequisites: WLD 1141, 1142

Designed to build skills through practices in simulated industrial processes and techniques; sketching and laying out on paper the size, shape, and description, listing the steps necessary to build the product; and then actually following these directions to build the product. Emphasis is placed on maintenance, repairing worn or broken parts by special welding applications, field welding, and nondestructive tests and inspection. WLD 1110 and 1111 are the equivalent of WLD 1122.

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|-----|------|-------------------|---|---|----|---|
| WLD | 1123 | INERT GAS WELDING | 3 | 0 | 12 | 7 |
|-----|------|-------------------|---|---|----|---|

Prerequisites: WLD 1141, 1142

Introduction to and practical operations in inert-gas-shield arc welding. Study made of equipment, operation, safety, and practice in the various positions. Thorough study of topics such as principles of operation, shielding gases, filler rods, process variations and applications, and manual and automatic welding. WLD 1151 and WLD 1152 are the equivalent of WLD 1123.

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|-----|------|--------------|---|---|----|---|
| WLD | 1124 | PIPE WELDING | 3 | 0 | 12 | 7 |
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Prerequisites: WLD 1142

Practice in welding the various materials to meet certification standards. Students use various tests including the guided bend and the tensile strength tests to check the quality of work. Emphasis placed on attaining skill in producing quality welds. WLD 1113 and 1114 are the equivalent of WLD 1124.

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|-----|------|-------------------------|---|---|---|---|
| WLD | 1125 | CERTIFICATION PRACTICES | 3 | 0 | 6 | 5 |
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Prerequisites: WLD 1123, 1124, 1141, 1142

Practice in welding the various materials to meet certification standards. Students use various tests including the guided bend and the tensile strength tests to check the quality of work. Emphasis placed on attaining skill in producing quality welds. WLD 1138 and 1139 are the equivalent of WLD 1125.

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|----------|---------------------------|---|---|---|---|
| WLD 1138 | CERTIFICATION PRACTICES I | 2 | 0 | 3 | 3 |
|----------|---------------------------|---|---|---|---|

Prerequisites: WLD 1111, 1113, 1114, 1123

Course involves practices in welding the various materials to meet certification standards. Student uses various tests including the guided bend and the tensile strength tests to check the quality of his work. Emphasis is placed on attaining skills in producing quality welds. WLD 1138, 1139 series is equivalent to WLD 1125.

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|----------|----------------------------|---|---|---|---|
| WLD 1139 | CERTIFICATION PRACTICES II | 1 | 0 | 3 | 2 |
|----------|----------------------------|---|---|---|---|

Prerequisites: WLD 1111, 1113, 1114, 1123, 1138

Continues the practices introduced in WLD 1138. Emphasis is placed on attaining skills in producing quality welds. WLD 1138 and 1139 are equivalent to WLD 1125.

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|----------|-----------------------|---|---|---|---|
| WLD 1140 | WELDING POWER SOURCES | 3 | 0 | 3 | 4 |
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Prerequisites:

This course provides instruction on the correct procedures for solving maintenance problems on different types of electromechanical welding equipment found in industry. Emphasis is placed on electrical theory and troubleshooting techniques.

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| WLD 1141 | BEGINNING WELDING | 5 | 0 | 15 | 10 |
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Prerequisites:

Introduction to the history of oxyacetylene and arc welding, the principles of welding and cutting, nomenclature of the equipment, and assembly of unit. Operation of various AC transformers, AC and DC rectifiers, and DC motor generator arc welding units. Welding procedures such as practice of puddling and carrying the puddle; running flat beads; butt welding in the flat, vertical and overhead positions; and the cutting of straight lines with the torch. Safety procedures are stressed throughout the program of instruction. WLD 1104, 1105, and 1106 are equivalent to WLD 1141.

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|----------|----------------------|---|---|----|----|
| WLD 1142 | INTERMEDIATE WELDING | 5 | 0 | 15 | 10 |
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Prerequisites:

Review of basic oxyacetylene cutting and welding; preparation of metals, types of joints, welding procedures, and testing of welds. Operation of AC transformers and DC motor generator arc welding machines. Studies are made of welding heats, polarities, and electrodes for use in joining various metal alloys by the arc welding process. After students are capable of running beads, they make butt and fillet welds in all positions and test them to detect weaknesses in welding. Safety procedures are emphasized throughout the course. WLD 1107, 1108, and 1109 are equivalent to WLD 1142.

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|-----|------|---|---|---|---|---|
| WLD | 1143 | NON-DESTRUCTIVE TESTING & INSPECTION | 2 | 0 | 6 | 4 |
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Prerequisites:

This course will present major ways to locate flaws, defects, cracks, and discontinuances using non-destructive testing methods. Visual inspection, liquid dye penetrant testing, fluorescent dye penetrant testing, magnetic particle testing, ultrasonic testing, radiographic testing, stethoscope testing and holographic testing will be included.

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|-----|------|--|---|---|---|---|
| WLD | 1144 | WELDING FABRICATION: LAYOUT/PIPEFITTING I | 2 | 0 | 3 | 3 |
|-----|------|--|---|---|---|---|

Prerequisites:

This is a basic course in metal fabrication. The course will provide instruction on the identification and use of basic hand tools and measuring instruments. Safety rules, regulations, and procedures will be covered. Basic procedures and processes on the use of the shear, iron worker, press brake, box and pan brake, and vertical and horizontal band saws will be introduced.

| | | | | | | |
|-----|------|---|---|---|---|---|
| WLD | 1145 | WELDING FABRICATION: LAYOUT/PIPEFITTING II | 2 | 0 | 6 | 4 |
|-----|------|---|---|---|---|---|

Prerequisites: WLD 1144

This course provides advanced work using the shear, iron worker, press brake and band saws. Class projects will be used to develop procedures in planning, machine operations, final welding assembly and inspection.

| | | | | | | |
|-----|------|----------------------------------|---|---|----|---|
| WLD | 1147 | PIPE AND TUBE WELDING: LAYOUT | 3 | 0 | 12 | 7 |
|-----|------|----------------------------------|---|---|----|---|

Prerequisites: WLD 1124, WLD 1125 or equivalent experience

This course is designed to provide practice in the welding of pressure piping and tubing in the horizontal, vertical, and horizontal-fixed positions using shielded metal arc and gas tungsten arc welding processes according to the ASME code.

| | | | Class | Lab | Clin/ Shop | Credit Hours |
|-----|------|--|-------|-----|---------------|-----------------|
| WLD | 1148 | ADVANCED GAS SHIELDED ARC WELDING FOR PIPEFITTING | 2 | 0 | 6 | 4 |

Prerequisites:

This course includes extensive practice in the welding of different metals in all positions. Gas shielded arc welding processes are used. A study of the principles of operation, the nomenclature of machines, types of filler wires and shielding gases are covered.

| | | | | | | |
|-----|------|-----------------------|---|---|---|---|
| WLD | 1150 | TECHNIQUES OF WELDING | 2 | 0 | 3 | 3 |
|-----|------|-----------------------|---|---|---|---|

Prerequisites:

Study of principles of oxyacetylene and electrical welding, cutting, brazing, principles, procedures, safety precautions, and experience in using oxyacetylene and arc welding equipment; projects to develop skill in the use of equipment. Also includes a study of metals, rods, gases, and special electrical welding machinery.

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|-----|------|---------------------|---|---|---|---|
| WLD | 1151 | INERT GAS WELDING I | 2 | 0 | 6 | 4 |
|-----|------|---------------------|---|---|---|---|

Prerequisites:

Introduction to and practical operations in inert-gas-shield arc welding Mig and Tig. Emphasis is placed on the study of equipment, operation, safety and practice in the various positions. Emphasis is also placed on the study of shielded gases filler metal process variations and applications in gas tungsten arc welding and gas metal arc welding. WLD 1151 and WLD 1152 are equivalent to WLD 1123.

| | | | | | | |
|-----|------|----------------------|---|---|---|---|
| WLD | 1152 | INERT GAS WELDING II | 1 | 0 | 6 | 3 |
|-----|------|----------------------|---|---|---|---|

Prerequisites:

This course is designed to teach the operation and use of the gas shielded metal arc welding methods Tig/Mig. Emphasis is placed on the study of the equipment, its safety and operation demands, and practice in all welding positions. Upon completion, students will be able to set up and operate Tig and Mig welding machines and weld various size metal in all welding positions. WLD 1151 and WLD 1152 are equivalent to WLD 1123.

| | | | | | | |
|-----|------|---|---|---|---|---|
| WLD | 1153 | AUTOMATED WELDING: THEORY & PRACTICE | 3 | 0 | 3 | 4 |
|-----|------|---|---|---|---|---|

Prerequisites:

The student will become familiar with the use of robots and other automated machinery used for welding in modern manufacturing systems. Emphasis will be placed on the knowledge and skill requirements for setting up, programming, operating and monitoring

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